

## **SERVICES FOR INDEPENDENT LIVING**

### **JOB DESCRIPTION**

Job Title: Homecare Co-ordinator

Reports to: Homecare Registered Manager

Location: SIL offices

Hours: 37.5 hours per week

Salary: £26,539.50 (£13.61 per hour)

Services for Independent Living is a Voluntary Organisation led by disabled people. Our aim is to provide a comprehensive range of services that support people to live independently within their own home and community.

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#### **Position in Organisation**

This is an important role within SIL, reporting directly to Homecare Registered Manager. The role requires a high degree of flexibility, initiative and the ability to work unsupervised on a day to day basis.

The post holder must show clear commitment to the SIL guiding principles: Partnership; Respect; Innovation; Diversity; Equality; Strength based

#### **Principal Accountabilities**

The Homecare Co-ordinator plays a vital role in ensuring the smooth delivery of homecare services. This position combines administrative responsibilities with frontline service coordination, requiring flexibility, initiative, and strong organisational skills.

#### **Service Planning & Coordination**

- Create and maintain Support Worker rotas using bespoke rostering software to ensure safe service delivery 365 days a year.
- Review individual support plans for service users.
- Ensure continuity of on-call cover as part of a team.
- Manage annual leave, monitor training audits, and report sickness/absence triggers to the Deputy/Registered Manager.

#### **Staff Supervision & Development**

- Conduct Return to Work interviews for support workers.
- Facilitate support worker induction, training, and ongoing development.

- Supervise support workers through regular supervision meetings, involving service users wherever possible.

## **Administration & Compliance**

- Update and manage databases, prepare end-of-month audits, and ensure compliance with quality assurance standards.
- Manage invoicing.
- Maintain and update Access (bespoke software) records.
- Ensure compliance with data protection and confidentiality requirements.

## **Leadership & On-call support**

- Participate in on-call support, providing advice, guidance, and assistance to support staff during times of crisis or increased demand.

## **Communication & Partnership**

- Act as the first point of contact for Homecare.
- Liaise with health and social care professionals, service users, and families.
- Promote SIL's values and maintain a positive organisational image

## **Working with others**

- Work as part of SIL to provide an efficient and effective service for older vulnerable people and their families

These duties may vary from time to time without alteration to the general character of the post or level of responsibility entailed. It is expected therefore that the post holder will undertake any other duties commensurate with the grading of the post and allocated by the Registered Manager.