

 **Temporary Resource Coordinator**

Job Description

The role of the Resource Coordinator is to support the delivery of the highest quality care support services by providing day to day resource planning, arranging shift cover, rota planning and management.

The role involves the use of rota management software to plan shifts and ensure the most efficient use of resources across the organisation, whilst ensuring person-centred, high quality services are delivered.

The role will be mainly office based, but may require occasional community support visits.

Responding to short notice changes will be a fundamental part of the role therefore problem-solving skills and a logistical approach are essential as is the ability to work on own initiative.

The ability to forward plan is also essential as rotas are sent several weeks in advance so a high level of organisation and time management skills are required.

Typical Duties:

* Organise and coordinate rotas.
* Ensure that the support worker rotas are organised and sufficiently well planned taking into account travel time and routes.
* Work with recruitment personnel to ensure sufficient current and future staffing levels.
* Join the recruitment working group to provide feedback and take forward actions.
* Plan and allocate visits to appropriate support workers, with due regard for the particular needs of the individual and the skills and attributes of the worker.
* Work closely with the operational leadership team and attend operational meetings.
* Liaise as necessary with partner professionals and organisations (e.g. social workers, GPS, nurses) in respect of contributing to holistic, person-centred packages of care.
* Dealing with queries from staff, people we support and families in a calm and professional manner.

Person Specification:

* Experience of delivering and/or managing care support services (desirable).
* Understanding of principles of good care (essential)
* Able to prioritise, particularly under pressure. (essential)
* Excellent IT skills including email and Microsoft office (essential)
* Flexible and willing and able to work outside normal hours when required (essential)
* Knowledge/experience of using rota management software (desirable)