

T038 Job Specification

| Job Details | | | |
|--|--|---------------|----------------------|
| Title: | ON-CALL Care Coordinator | Job Type: | Part-time, Permanent |
| Location: | Home-based | Reporting to: | Registered Manager |
| Hours: | Out-of-hours, weekends & evenings | Salary: | £13.00 per hour |
| Responsibilities | | | |
| <p>We are looking for an experienced and organised Care Coordinator to provide out-of-hours and weekend support for our dedicated home care team. Working from home, you will be the first point of contact during evenings and weekends - handling calls, offering advice, and ensuring smooth continuity of care when unexpected changes arise.</p> <p>Our carers deliver essential support to older adults across the local area, 365 days a year. Your role is vital in keeping services running safely outside normal office hours by arranging cover for sickness and absence, updating records, and providing reassurance to staff and clients.</p> | | | |
| Required skills/attributes | | | |
| <p>You will need:</p> <ul style="list-style-type: none"> • Minimum 2 years' experience in elderly social care or a similar setting • Reliable home internet connection • Calm, confident and supportive telephone manner • Strong IT skills (MS Office and willingness to learn our care systems) • Ability to maintain accurate, clear records during all shifts | | | |
| Other details | | | |
| Pay rate: | <ul style="list-style-type: none"> • £13.00 per hour • Bonus scheme, referral programme, and retail discounts | | |
| Hours: | <ul style="list-style-type: none"> • Regular 4–8 hour weekend shifts (e.g., Sat 6am–2pm, Sun 6:30pm–10:30pm) • Minimum 12 hours most weekends • Occasional weekday evenings (6:30pm–10:30pm) | | |
| What we provide: | <ul style="list-style-type: none"> • Company laptop and smartphone • Full training and ongoing support • Emergency backup—you'll never be working alone • Opportunities to connect with our daytime team | | |