EROHEALTHCARE LTD
Supporting your care needs at home

Erohealthcare Ltd
88 Gravelly Lane
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Care Co-Ordinator Responsibilities

Weekly

- Ensure that the client has sufficient amounts of clothing
- Ensure that the client has sufficient toiletry items
- Ensure that the client has enough of their personal items, e.g. sweets, stamps.
- Ensure that the client's file is well organised

Monthly

- Complete end of month summary, using data collated from daily service plans
- Update the clothing list
- Update the personal belongings list
- Organise general trips out to meet their leisure and recreational needs
- Organise hair appointments
- Highlight any health appointments due and liaise with senior to arrange
- Support the client in the monthly service users' meeting

Six monthly

- Update Individual Support Requirements, liaising with the client and team.
- Update Likes & Dislikes, liaising with the client and team.

Ongoing responsibilities

- Organise birthday party/outing and presents
- Organise Christmas presents, personal and for family and friends
- Support the client to maintain regular contact with family where appropriate
- Support client to remember and celebrate family occasions, sending cards etc.
- Write a report for the annual review meeting
- Organise a client holiday, following company procedure
- Request money for the client when a purchase is needed
- Amend medication sheet in main file if changes occur
- Update Service users Information Sheet if changes occur
- Undertake any other tasks in order to meet the needs of the individual.

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ROLE OF CARE CO-ORDINATOR

1. To be responsible for ensuring the support planning system is maintained and reviewed regularly:

   This review includes:

   a) Completing the monthly sheet.

   b) Meeting with the client who they co-ordinate for and discussing an activity plan for the forthcoming month.

   c) Ensuring that these activities actually happen. i.e. there are enough staff on duty, transport is available, there are no prior commitments etc. (The events in the Monthly Activity plan are to be diarised in the main office diary).

   d) Ensuring that any changes in the client's support requirements are reflected within a revised individual support requirement sheet/likes & dislikes table which should be reviewed monthly.

   e) Recording the weight of service users.

   f) Ensuring that the 'Life & Leisure' sheet is still up and running.

   g) Any health notes/special notes are re-examined and, if necessary, incorporated into the new support requirements sheet.

   h) Contact sheets recording GP visits, hospital appointments, family input, etc., are up to date.

   i) Risk Assessments are still relevant and any further risks which have arisen within the last month are assessed.

   j) Daily Service Records are read and incorporated into the monthly review of the client's individual support requirements.

   k) Programmes are set up to help the client achieve greater independence and to ensure that the routine of personal care always reflects a client's changing needs.

2. To support service users with their finances:

   a) Identifying items to be purchased with the client and organising the withdrawal of money from client's bank account.

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b) Ensuring that an up-to-date clothing sizes list is available for the client, in order to be sure clothing is comfortable.

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c) Advising service users with regards to all their financial concerns and working with the client in enabling the management of their own money as much as possible.

d) To record all financial transactions of residents.

e) To ensure that the client is receiving the correct benefits.

f) To set up a programme for the resident to follow weekly which allows for weekly spending needs within their financial means, to update and maintain this programme.

3. **To support residents with everyday tasks:**

a) Developing their skills and independence.

b) Ensuring that Risk Assessments are in place for any tasks which require this.

c) Ensuring that every resident has an input into the food that they eat, deciding on menu content and time of meal.

d) Providing the client with the opportunity to go shopping for the weekly food and to assist in its preparation.

e) Ensuring that service users are involved in all household tasks, should they wish this, and developing a rota by which these tasks are achieved regularly, with staff support if necessary.

4. **To ensure all medication / Health needs are being met.**

a) To organise regular visits to the Dentist and Optician and escort service users on these visits.

b) To monitor service users' health daily.

c) To make appointments and to escort service users to the Doctor, if necessary.
d) To regularly review medication.

e) To administer or support service users to self administer medication when needed by following the correct medication procedures set out in the medication file.

f) To maintain a medication cabinet that follows registration guidelines.

g) To record all medication that enters the house, leaves the house and is administered to service users.

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h) To keep up to date records of all health and medical matters for each resident.

i) To dispose of all medication in the appropriate way.