



Out of Hours Co-ordinator

**Weekends & Bank Holidays
(up to 15 hours guaranteed per week)**

Based in Speke, Liverpool

A new opportunity has arisen at our Liverpool location for an Out of Hours Co-ordinator. This is an exciting and unique opportunity to contribute to our end of life programme and gain valuable co-ordination experience. Full training will be provided.

The role will include:

- Acting as point of contact for our partners Marie Curie and HCL from Saturday and Sunday 8am till 4pm and Bank holidays.
- Allocating carer support workers to new and existing referrals.
- Updating the computer (CARAS) system and inputting referral details.
- Completing relevant paperwork for each referral.
- Liaising with other Care Professionals e.g. District Nurses, Discharge Planners
- Participating on the on-call rota.
- Take telephone calls ensuring that all enquiries are responded to and documented accordingly

About you:

- QCF / NVQ Level 3 or equivalent or working towards this level of qualification
- To have good knowledge and experience of delivering end of life care
- Excellent communication skills
- To be able to work under pressure and be able to multi task.
- To demonstrate a positive approach to partnership working
- To act as a positive ambassador for CT4all

We offer:

- Competitive pay rates £8.60
- Mileage allowance 32p
- 28 day holiday (full time equivalent)
- Training and Development opportunities
- Company contribution to your workplace pension
- Access to CarerSmart and NHS discount schemes offering you money saving vouchers and discounts

Applicants must be willing to undergo screening appropriate to the post, including checks with past employers and if necessary a satisfactory DBS check at enhanced level.

For more information please call 0330 124 4526 or email hr@carertrust4all.org.uk

We value diversity in our workforce and encourage applications from all sectors of the community.

Registered charity number 1075268