

JOB DESCRIPTION FOR THE ASSISTANT CO-ORDINATOR

There are 3 Assistant Co-ordinators and they will be allocated and assigned responsibilities appropriate to their strengths by the Co-ordinator, and these responsibilities may change from time to time.

Responsible to: The Co-ordinator

Working Hours: 15 – 20 hours – negotiable

Holidays: 6 weeks, plus bank holidays and study leave

Liaising Internally with: The Chairman, Management Committee, Fundraising Committee, Assistant Co-ordinators, Secretary, Volunteer Carers/Drivers and Patients

Liaising Externally with: Community Nurses, General Practitioners, Macmillan Nurses and other Health Care Professionals

Job Summary (specific responsibilities allocated by the Co-ordinator):

Working in conjunction with the Co-ordinator to ensure the efficient and safe running and organisation of the Home Hospice day-to-day activities.

To take over co-ordinator's roles and responsibilities in times of leave, sickness or other need

Receiving referrals and requests for help, assessing a patient's and family's needs in co-operation with the statutory services; reassessing and offering appropriate support as necessary

Visiting, caring for and supporting patients and their families as required

Equipment maintenance, allocation and delivery

Ensuring Health and Safety standards to be kept as per policy

Allocating volunteer to tasks

Being involved with patient groups as required

Ensuring volunteer rotas for Day Care, the Art and Craft Group and the Bereavement Group are maintained and timesheets are checked

Premises & security management

Inputting information onto computer

Promotion of the organisation by attending external meetings/conferences

Attending Management Committee Meetings and Fundraising Committee meetings as appropriate

Attend training, study sessions and supervision as negotiated with coordinator

On call on a regular basis for weekend cover as negotiated with Co-ordinator – actual hours worked* to be taken as time in lieu. *eg. Managing phone calls and visits

Any other task delegated to them by the Co-ordinator.