



CONTACT US

@ In2carekirklees@kirklees.gov.uk

📞 01484 416200

🌐 www.in2care.co.uk

JOB DETAILS

HOURLY RATE

£25,000 - £29,000 PER ANNUM

LOCATION

Wakfield Centre based office (WF1)

PROVIDER WEBSITE LINK

<https://alphamaycarefirstld.co.uk>

APPLY HERE

[Application form](#)

ALPHA MAY CARE CO-ORDINATOR (DRIVER)

WHO WE ARE

At Alpha May, our vision is to provide high-quality and flexible care for people of all ages who are less able to care for themselves. We mainly support both adults and children with complex needs and behaviours of concern, both in the home and community.

HOURS / WORKING PATTERN

We are looking for a **full-time care co-ordinator to join our team (39 hours per week)**

Your hours will look a little like:

- **Monday – Friday**
- **9am – 5pm**
- **With some on-call duties when required. Our care co-ordinators are on call for an average of 1 in every 4 weeks, making sure they can provide support to our team when needed.**

During this week, you will receive a £100 bonus to ensure you are compensated.

We also offer a flexible hybrid working, which can include some home working (to be discussed at interview)

REQUIREMENTS

- Good communication skills
- Experience with Microsoft packages
- Driver essential with a UK licence
- Minimum of 1 year of care experience
- Ideally level 3 Health and Social Care
- Some supervisor or care co-ordinator experience is desirable

THE ROLE

Your role will vary, but your day-to-day might involve:

- Spot checks with the team
- Creating care plans
- Working with our clients directly to cover care staff in emergencies
- Maintaining contact with clients and families
- Managing our email inbox
- Keeping track of care reviews
- Monitoring the quality of daily care notes
- Supervising around 6 or 7 care workers with questions, support, and more
- General office duties when needed
- Helping with auditing
- Staying in touch with social workers and healthcare professionals regarding service users
- Planning and managing a rota for your small team of 6 – 7 Care Workers

WHAT WE OFFER

- Extended visits offering an opportunity to provide personalised care and truly connect with your clients
- Carer of the month
- Yearly Christmas party
- Healthcare contributions to services like the dentist and opticians
- Life insurance
- Wellbeing counselling service
- 45p per mile

If you would like any further support with applying for this role or would like more information – please contact us at In2Care on 01484 416200