

Butterfly Days Ltd – Care Coordinator Job Description

Butterfly Days Ltd are providers of quality driven care at-home services for adults, allowing individuals to stay within their own homes to receive person-centred care and support.

Care Coordinator

To support contracts around Lowestoft & Gt Yarmouth areas

We provide experienced and trained healthcare assistants to work closely with our clients in the community. We cover the following areas, but are not restricted to:

- Bradwell
- Belton
- Haddiscoe
- Beccles
- Hopton

We rely on Healthcare Assistants, Support Workers and Reablement Support to ensure that our service users are well cared for within their own homes. Behind the scenes, we have a team of staff who work to coordinate and manage all aspects of our service.

All applicants will be required to hold a full UK driving Licence.

What we look for:

- Good customer services skills.
- Strong organisational and admin skills.
- Someone aligned with our values.
- Previous care or care coordinator experience.
- Someone with good people skills.

The operational roles we recruit for are fast paced, varied, and challenging.

As an organisation we value our people, and we work together to achieve great outcomes for the clients we look after, and we look for people who are like-minded and want to make a difference in people's lives.



Main responsibilities as a Care Coordinator:

- Building positive and supportive relationships with our service users, professional bodies, stakeholders, and family members
- Rota Management for our packages of care
- Responding efficiently to day-to-day changes in our care packages
- Providing excellent customer services

Benefits Include;

- Working for a growing healthcare company
- 28 Days Holiday including Bank Holidays
- Excellent opportunity to progress and develop.

Required to cover calls as required, including weekends and evenings.

Job Type: Full-time, Permanent 35+ Hours

Reliably commute or plan to relocate before starting work care: 2 years (preferred)