

Fondazzjoni Suret il-Bniedem

Designation: Home Coordinator (full-time basis)

Reporting to: General Manager

The Home Coordinator is responsible for overseeing the day-to-day operations of a residential care home. This role involves ensuring the delivery of high-quality care and support to residents, compliance with regulatory standards, management of staff, and the effective administration of the home's resources.

Requirements

A Degree in the Social Sciences or a related field.

Relevant experience will be considered an asset.

Fluency in both Maltese and English (written and spoken) is a requirement.

Roles and Responsibilities

Leadership and Management

- Lead and manage a team of care staff on a day-to-day basis, providing guidance, training and support through regular supervision and staff meetings.
- Implement the Foundation's Policies and Procedures in line with regulatory requirements and best practices.
- Be actively involved in Management Meetings and Operations Meetings.

Resident Care

- Ensure the delivery of person-centred care that meets the individual needs of each resident.
- Oversee the creation and implementation of care plans.
- Review and update care plans as needed.
- Lead the caseload meetings and delegate work accordingly.
- Monitor and evaluate the quality of care provided, addressing any issues promptly and effectively.

Compliance and Quality Assurance

- Ensure compliance with all internal policies.
- Prepare for and manage inspections from regulatory bodies.
- Implement and monitor quality assurance processes, ensuring continuous improvement.

Financial Management

- Manage the home's budget, ensuring financial stability.
- Liaise with the HR & Finance Coordinator as well as the Head Office and Logistics Coordinator for any extraordinary purchasing.
- Maintain accurate financial records.

Communication and Liaison

- Act as the main point of contact for residents, families and external stakeholders.
- Maintain open and effective communication with all parties involved in the care of residents.
- Foster a positive and collaborative working environment.

Health and Safety

- Ensure the home is a safe environment for residents, staff and visitors.
- Implement appropriate measures as directed by the Health and Safety Officer.
- Respond to emergencies and incidents in a timely and effective manner.

Administrative Duties

- Maintain accurate and up-to-date records for all residents and staff.
- Ensure all documentation is completed in accordance with legal and organisational requirement.
- Oversee the scheduling and rostering of staff to ensure adequate coverage.

Training and Development

- To participate in all development and training programmes as recommended by the Management.
- Identify opportunities for personal professional development and bring to the attention of the Management.
- To identify gaps in training of staff and liaise with the Management for scheduling and implementation of training.

On-Call Responsibilities

- To be actively involved and participate in an on-call system.

Other Responsibilities

The Home Coordinator may from time to time be called upon by the Management or designate to perform other non-recurring tasks which, although not specifically spelled out within the text of the job description, are nonetheless akin to the primary goals and objectives of the job description of the Home Coordinator and are intended to enhance the end results and/or to overcome unexpected obstacles.