

Park Homes

<https://parkhomesuk.co.uk/careers/care-home-administrator/>

Care Home Administrator

Employment Type

Full-time

Job Location

Huddersfield

Base Salary

£ 11.44

Hiring organization

Park Homes (UK) Ltd

Date posted

October 15, 2024

Description

Eachstep Lockwood Care Home is a warm and welcoming care home dedicated to providing the highest standards of care to our residents. We are committed to creating a safe, comfortable, and friendly environment where residents can live their lives with dignity and respect.

Role Overview:

We are seeking an organised, compassionate, and proactive Care Home Administrator to join our team. As the Care Home Administrator, you will play a key role in assisting the current administrator ensuring the smooth operation of our care home, providing essential administrative support to our management team, staff, residents, and their families.

Responsibilities

- **General Administration:** Manage daily administrative tasks including answering phones, responding to emails, and handling correspondence.
- **Resident Records:** Maintain accurate and up-to-date resident records, including personal details, care plans, and financial information.
- **Staff Coordination:** Assist with staff scheduling, training records, and HR documentation. Support the recruitment process by managing applications and arranging interviews.
- **Customer Service:** Serve as the first point of contact for residents, families, and visitors, providing excellent customer service and addressing inquiries or concerns.
- **Regulatory Compliance:** Ensure that all administrative processes comply with relevant laws, regulations, and care standards.
- **Health & Safety:** Assist in maintaining a safe environment by keeping records up-to-date and supporting audits.

Qualifications

- Previous experience in an administrative role, ideally within a care home or healthcare setting.
- Strong organisational skills and attention to detail.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Excellent communication and interpersonal skills.
- Ability to handle sensitive information with discretion and maintain confidentiality.
- Knowledge of relevant health and safety regulations and care standards

(desirable).

Job Benefits

- Company pension
- Free parking
- On-site parking