

JOB ADVERT

Care Co-Ordinator (Domiciliary Care)



Are you experienced working in health or care settings as senior, supervisor or management role?

If you are organised, dynamic, proactive and compassionate with the ability to thrive in a challenging environment, then we would like to hear from you!

Are you interested in joining our team of motivated, skilled staff at EAST LONDON CARE and SUPPORT. We are a framework provider in Newham, providing Domiciliary Care, Day Services and Children's Holiday Activity Clubs to the residents of Newham and neighbouring boroughs. We are based in the heart of Newham, in Plaistow, with excellent transport links.

We are seeking to appoint two full-time Care Co-Ordinators, one Female and one Male, to support our carers in their day-to-day role of caring for the residents of Newham. These roles are responsible for ensuring clients receive safe, reliable, high-quality care in their own home and in the community, in line with legislation, CQC standards and contractual KPI's and obligations.

Some key responsibilities will be managing carer rotas, monitoring carer logging in and out of calls and their effective writing of care notes and client observations. Completing initial assessments, spot checks, observations, reviews and be responsible for creating and updating Care Plans and Risk Assessments. Conducting carers supervision and appraisals. Please see accompanying Job Description for full duties.

The ideal candidate will;

- Live in London Borough of Newham or surrounding boroughs
- Be able to motivate others to achieve good outcomes and work under pressure to meet deadlines.
- Possess excellent English verbal and written communication skills.
- Speaking and understanding Hindi will be advantageous.
- Have excellent IT skills, the ability to use a variety of systems.
- Have knowledge of Safeguarding, Care legislations and CQC standards.
- Be compassionate, empathetic, confidential understanding Data Protection and GDPR.
- Be available for emergency out-of-hours duty cover.
- Hold level 3 or equivalent or higher in Health and Social Care, or already working toward this.
- Conduct yourself in a professional manner, champion **Positive Workplace Culture** and **Equality, Diversity and Inclusion**, leading by example through your words and actions.

ELCAS will offer you;

- Competitive pay rate £15.50 per hour 2025/26 rate
- Company Pension
- 28-day holiday allowance
- Free Employee Assistance Program, confidential 24hr support for you and your family
- Supportive positive workplace culture
- Training and development opportunities

Please note: This role is subject to safer recruitment processes and an enhanced DBS check.

How to Apply;

Your **CV** and **application**, outlining how you meet the criteria in the accompanying Job Specification, must be emailed to Jobs@EastLondonCareandSupport.com, with a subject header: **Application Care Coordinator**

Closing date: 1st February 2026

Please note: Applications received without both **CV** and **application document** outlining how you meet the Job Specification criteria, will fail our shortlisting process, and will not be considered further.