

# **Kenylink Services Ltd**

Office 18/27 Kirkcaldy Business Incubator Centre  
Myregormie Place, Kirkcaldy KY1 3NA

## **Care Administrator**

### **Job Description and Person Specification**

#### **A. Job Description**

**Reports to:** Registered Manager

#### **Main Duties**

##### **Management of the organisation:**

1. Develop effective working Rostering for staff on a weekly basis, circulate to staff and made amendments as required .To ensure their work schedules provide the best match of skill and time available to service users and their carers.
2. To manage and participate in the out of hours on call rota, to provide emergency support to staff and service users, and to respond in person if necessary.
3. To provide cover for absent colleagues in an emergency, to ensure the smooth operation of the service across the area.
4. Organise, attend and provide reports to the Registered Manager, participating in formal reviews of service users and staff.
5. Ensure staff receives their training and that this is kept up to date.

##### **Management of the Human Resources:**

1. Staff supervision
2. Assist individual staff to develop in their role and level of compliance with agreed standards.
3. Support the implementation of The Company's policies and procedures.
4. Support the effective resolution of team conflicts.
5. Support and maintain a culture of performance and excellence.

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## B. Person Specification-Care Administrator

ESSENTIAL	Desirable
<b>Qualifications</b> 1. Good Standard of Education	SVQ/NVQ
<b>Experience ,Knowledge and Skills</b> 1. Knowledge and experience in staff Scheduling and Rostering. 2. Care Planning and Review. 3. <b>MUST</b> be proficient with using computers	1. Experience working in <ul style="list-style-type: none"><li>○ Health Care Sector or</li><li>○ Domiciliary Care / Social Care setting</li></ul> 2. An understanding of the health and social care sector
<b>Personal Attributes</b> 1. Able to listen 2. Flexible 3. Good people-skills/Friendly 4. Good team player	