

Job Description

Title:	Home from Hospital Co-ordinator
Hours:	up to 30 hours per week (Mon – Thurs) <i>for the right candidate/s a job share for this role would be considered.</i>
Base:	Hybrid – Snainton Office and Home
Line Management:	Home from Hospital Manager
Contract:	Maternity Cover - Fixed-term for 9-months. Starting 5 th January 2026.

Job Summary:

Home from Hospital Co-ordinators will work with hospital discharge teams in local hospitals and the Community Hospitals to ensure that patients discharged from hospital are supported appropriately. This will involve visiting and assessing client needs in their own home, providing practical and emotional support, making referrals into appropriate services with the aim to regain independence and prevent re-admission. They will work closely with their colleagues based within hospitals and GP surgeries, ensuring the Scarborough, Whitby & Ryedale areas meet the agreed targets from the NYC HfH contract.

The service operates over 7 days a week – currently weekend working is not currently required. Any out of hours working would be agreed in advance with your Line Manager.

Key Duties:

1. Visiting vulnerable people in their own homes for a limited number of sessions post discharge to offer practical support and co-ordinate relevant information/signposting in order that the person may maintain independent and to prevent re-admission.
2. From the point of referral, establish contact and assesses the client's support needs and develop a support plan with the client.
3. Actively refer and/or signpost clients on to appropriate service providers to meet their immediate and ongoing needs.
4. Liaises with health and social care professional and family as appropriate.
5. Identify carers and cross refer these to carer support services as appropriate.
6. Effectively managing a case load of clients, ensuring effective liaison with other agencies

7. Ensuring that all processes and procedures are adhered to in the delivery of the service keeping up to date confidential accurate records (electronic and paper) conducting risk assessments where necessary.
8. Assisting the HfH Manager with monitoring and evaluation of the service for reporting to funders and ensuring the progress and success of the service can be continually demonstrated.

General Duties:

1. To maintain strict confidentiality over personal information relating to individuals, being GDPR compliant
2. To comply with Carers Plus Yorkshire's policies and procedures and maintain the standards and code of conduct required and expected by the organisation.
3. To understand and comply with CPY Safeguarding Policies and Procedures and undertake training as required for your role.
4. To maintain monitoring and recording systems, using Charitylog data base (training given)
5. To assist in maintaining an accurate and comprehensive information resource which is accessible to staff, carers and other agencies.
6. To support the work of individual CPY volunteers as required and requested.
7. To advise Carers Plus Yorkshire of ways to improve its own service and other services for local carers, using knowledge and experience gained from carers themselves, and to record unmet need.
8. To identify and agree with their Line Manager their own training and development needs and seek ways to address them.
9. To prepare for, attend and contribute to regular one-to-one supervision sessions and team meetings.
10. Be an active participant in staff Team Meetings.
11. To provide appropriate cover for staff absences.
12. To represent Carers Plus Yorkshire at a local or regional level when required.
13. To work with the whole team to support promotion of CPY services and to undertake any tasks required to raise awareness of the services offered.
14. To take responsibility for specific pieces of 'project' work in line with agreed project work plans and in agreement with the Chief Executive Officer.
15. Any other duties as required to support the organisational priorities and Business Plan, in agreement with Chief Executive Officer.
16. To be flexible with contracted hours as required by carers and Carers Plus Yorkshire and in agreement with Line Manager.

* * * * *

This Job Description is not meant to be exhaustive and the organisation reserves the right to require the job holder to be flexible and perform duties other than those listed according to the changing requirements of the organisation.

This job description may be reviewed in consultation with the postholder from time to time.