

Healthcare Co-ordinator (Medications)

Main Purpose of this role

Responsible for the management of medicines – including administration, audit, and safe medicines management.

Location	Based at Jasmine Mother & Child Residential Family Centre & visiting Blossom & Sunflower
Reports to	Residential & Recovery Service Manager
Contract type	Permanent – Full Time

Key Responsibilities

- Supporting women in Jasmine Mother & Child Residential Family Centre to self-administer medication as prescribed by their GP.
- To support the residents at Blossom Women's House with their general health and wellbeing.
- To support to wider staff teams in regards safe medicines practices, including staff induction, competency checks and coaching.
- To liaise with the local GP surgeries & pharmacies.
- Promoting healthy lifestyles in line with local and national guidelines across all Trevi services.
- Provide monthly reports to the Residential & Recovery Service Manager, collating any medications incidents.
- Liaise and support and advocate with relevant health professionals and providers.
- Ensuring CQC & Ofsted compliance in relation to medications policy and procedure.
- Medication and infection control compliance across Trevi properties including regular audits and quality checks.

Adhere to and keep up to date with

- Safeguarding policies & best practice
- GDPR regulations, Data Protection & information security policies
- Confidentiality & Code of Conduct
- Health & Safety standards

And all Trevi policies & procedures.

The job description is a guide to the work you will initially be required to undertake.

It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Person Specification –	
Knowledge & Qualifications	
NVQ Level 3 in Health and Social Care or similar	Essential
Knowledge and understanding of safeguarding issues and ability to respond appropriately to any concerns.	Essential
FAA Level 3 Award in Emergency First Aid at Work (RQF)	Essential
Knowledge of safe medicines management	Desirable
NVQ Level 2 Certificate in Pharmacy Service Skills	Desirable
FAA Level 2 First Aid for Mental Health	Desirable
Experience	
Demonstrable experience working within the health, social care, criminal justice or drug and alcohol sector.	Essential
Extensive experience of maintaining clear professional boundaries	Essential
Experience of understanding the importance of confidentiality in this role	Essential
Previous experience of working in general practice or a dispensary	Desirable
Previous experience of working in CQC or Ofsted regulated service	Desirable
Experience of working with vulnerable clients using a trauma informed approach	Desirable
Experience of carrying out basic health observations	Desirable
Qualities & Skills	
Non-judgemental approach to drug and alcohol use	Essential
Ability to work as part of a busy team	Essential
Flexible and adaptable	Essential
Excellent and accurate written and verbal communication skills	Essential
Excellent IT skills	Essential
Demonstrable knowledge of working with disadvantaged women	Desirable
Clear and concise case notes	Desirable