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**Care Coordinator - 3 Valleys Health Primary Care Network**

**Closing date is 31 March 2021**

**An exciting new opportunity has arisen for 4 Care Coordinators to join our thriving Primary Care Network in Bath and North East Somerset.**

**Job overview**

Are you an experienced healthcare/community care professional ready for a new challenge? Do you want to make a real difference in a rewarding career?

**Main duties of the job**

The successful candidate will support a group of 3 practices within the PCN to ensure that patients receive the best care possible. Coordinating the work of healthcare professionals and non-clinical staff, you will ensure the provision of an effective patient-focussed service.

Your role is a key part of our growing and progressive PCN, working to provide an enhanced care experience, with a view to improving the service.

We are seeking an enthusiastic, patient-focused and highly motivated individual to work within our innovative and supportive organisation alongside GPs, Nurses, First Contact Physiotherapists, Social Prescribers and Pharmacists as part of our multi-disciplinary team.

**Job responsibilities**

Interested? To be considered for this role, you will need:

Experience of working within healthcare or the voluntary/community sector, supporting vulnerable groups. Whilst not essential, it would be beneficial to your application if you have a Diploma Level 2 in Health and Social Care (or equivalent), experience of using Systm1 clinical system or familiarity with local resources and services and how to access them.

To be motivated by helping people, and be caring and empathetic

To possess strong IT skills to include Microsoft Word, Excel and experience in using databases.

This role involves an element of travel between PCN sites as and when required.

Please see the attached Job Description and Person Specification for further information about this post.

**About us**

3 Valleys Health PCN is made up of nine practices in the rural outskirts of Bath. Together we support a patient list size of around 66,000 people.

**Employers Details**

The employer for these positions will be one of the three practices in each grouping of the 3 Valleys Health PCN and the successful post-holders will be required to travel between sites in each grouping.

For an informal discussion about the post, please contact Sharon Taylor or Hannah Holland at Elm Hayes Surgery, Clandown Road, Paulton, Bristol, BS39 7SF email [bswccg.elmhayes@nhs.net](mailto:bswccg.elmhayes@nhs.net) or contact 01761 404220/404221

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

All interviews will be held via Microsoft Teams