

Policy No: 03-1303 Authorised: Zainab Yasin Date:1st April 2015

JOB DESCRIPTION - SENIOR DOMICILIARY CARE WORKER

JOB TITLE: Senior Domiciliary Care Worker

ACCOUNTABLE TO: Domiciliary Care Services Manager / Supervisor

RESPONSIBILITIES:

- 1. To support a team of Care Workers to ensure the provision of a Care Service that is unique to each service user.
- 2. To ensure on-going knowledge of the functions and activities of the Care Worker Team.
- 3. To work with the Care Worker Team to ensure that the Care Service is delivered to a high standard in line with the Organisation's Policies and Procedures and related Codes of Conduct.
- 4. To support, and take directives from, the Domiciliary Care Services Manager / Supervisor in relation to the day-to-day management of the Care Worker Team.
- 5. To conform to all Policies and Procedures laid down by the Organisation in respect of carrying out these Care Duties and in other administrative aspects of the business, as relevant.
- 6. To assist with the identification of staff training needs, and to participate as directed by the Domiciliary Care Services Manager / Supervisor in Induction Training and regular In-service Training programmes.
- 7. To assist with the management of staff rotas, and to contact Care Workers with alterations of work patterns and changes to service user requirements, as necessary.
- 8. To assist with the maintenance of accurate, concise and timely records of service user care, diary sheets, time sheets and mileage sheets.
- To participate in Staff, Team and Quality Management Review Meetings as directed by the Domiciliary Care Services Manager / Supervisor.
- 10. To report back to the Domiciliary Care Services Manager / Supervisor on any aspect of service user care which he / she feels warrants investigation or urgent action.
- 11. To participate in reviews of service users' Care Plans as required.
- 12. To be aware of the tasks and activities which must NOT be undertaken as part of care duties, as set out in *Policy No 1005*.

SIGNATORIES:				
Job Holder:				
	(Name)	(Signature)	(Date)	
Manager:				
Ū	(Name)	(Signature)	(Date)	

