PART - TIME
FIELD CARE SUPERVISOR
JOB DESCRIPTION

Reports to
Care Manager

Summary of role
Responsible for implementing field-based quality control systems and providing support to all Care & Support Workers within a defined area.

Principal responsibilities
- To carry out Individual Needs Assessments for new and potential clients.
- To conduct risk assessments as part of the Individual Needs Assessment and update these as required as part of the individual's risk management.
- To carry out introductory visits every time a Care & Support Worker visits a client for the first time.
- To ensure all client visits are always covered.
- To be on call in case of emergency as part of a rota (approx. one week in 5/6).
- To liaise closely with Care Coordinators regarding recruitment, permanent allocation of Care & Support Workers and the writing of Care & Support Agreements.
- To identify suitable Care & Support Workers to cover for any absences, this may be due to sickness or holiday.
- To allocate suitable alternative Care & Support Workers when an existing Care & Support Worker notifies that they are unable to attend a call.
- To facilitate the practical induction of all new Care & Support Workers.
- To provide and facilitate in-field training as and when appropriate.
- To identify any additional training needs of Care & Support Workers and report accordingly.
- To conduct client reviews and respond to Individual Review Forms completed by Care & Support Workers as soon as possible.
- To urgently report any changes in a Care & Support Worker's or client's schedule to the Care Coordinator.
- To monitor, supervise and mentor all Care & Support Workers in the field.
- To provide support to all Care & Support Workers in the field.
- To monitor all clients for service and Care & Support Worker satisfaction.
- To ensure accuracy and completeness of all documentation held in clients' homes.
- To encourage and identify opportunities for Care & Support Workers continuing professional development.
- To ensure that all written reports and administration is up to date.
- To maintain close liaison with both the Care Manager and Care Coordinator.
- To support our full-time FCS, and work in a cohesive manner.
- To cover calls where needed.

Expectations:

Field Care Supervisors are responsible for the efficient running of their own specific, defined areas and should vary their hours of work in order to effectively monitor and support all Care & Support Workers and clients, expected hours are below.
You must have a clean driving licence and either a motorbike or a car available to use as we cover from Portslade through to Saltdean and you will need to be able to get to clients houses quickly. (We will consider it if you have an ebike).

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Hours: 25 hours per week to be used in agreement with management, spread over 5 days per week. The expectation is that working hours may cover weekends at points where needed and either time in lieu or payment for this time will be made. If you work the weekend, you will be able to choose in conjunction with management which other 2 days you have off (Not Mon or Fri) or you can be paid for this were agreed with management.

To work alternate Christmas and New year annually as needed.

The expectation is that you are in the office on a Mon morning for the staff meeting. Outside of this Field Care Supervisors should spend time both in the field and in the office to complete the necessary administrative duties.

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