

GuildCare 	GUILD CARE JOB DESCRIPTION
Job Title	Home Care Manager
Unit	Home Care
Responsible To	Head of Home Care
Responsible For	Domiciliary Care Team
Salary	Ranged £37,876 - £46,658 (Depending on experience)
Hours of Work	35 hours per week (excluding lunch breaks)

Job Requirements	
Essential	✓ To become Registered Manager within 6months ✓ Relevant professional qualification (Minimum of a Health & Level 5 QCF Diploma in Leadership for Health & Social Care ✓ Understanding of the CQC Regulatory Framework ✓ Proven experience and a passion for supporting older people, including those with dementia, to live life to the full ✓ Experience of working in a Domiciliary care sector at a management level ✓ Ability to provide direct care to people who use our services in an emergency ✓ Experience of managing rotas and covering staff absence ✓ Ability to lead and effectively manage a team of staff ✓ Excellent interpersonal and verbal communication skills ✓ Good written communication skills ✓ Understanding of safeguarding, mental capacity and deprivation of liberty safeguards ✓ IT literacy skills and an ability to use MS Office and an electronic rostering system ✓ Ability to travel within the Worthing and Adur area
Desirable	✓ Budget management ✓ Train the Trainer qualification ✓ Experience of working within the voluntary sector ✓ Developing commercial care services

Job Purpose

To be accountable for the day-to-day delivery of a Domiciliary Care Service, and act as the Care Manager with progression into the Registered Care Manager role with the Care Quality Commission.

To develop and grow the service, in line with budgetary and income expectations.

To lead and motivate a strong team to ensure the Domiciliary Care Service is person-centered, of high quality, easy to access and delivered with love and respect.

To act as a positive role model and ambassador for Guild Care and support the Head of Home Care when required.

Main Duties

- Management of the service and staff including supervision, appraisals and induction
- To ensure the service meets its contractual and regulatory requirements
- Responsible for the overall compliance of the service; the service improvement plan, achieving the minimum 'Good' rating for internal and external audits
- Overseeing quality monitoring audits, including Health and safety and medication, to ensure lessons are learned, trends are analysed and the service continues to improve
- To ensure the service maintains accurate and current electronic and hand-written records for customers and staff, including care plans, risk assessments, medication records, and rostering
- To respond efficiently to all daily changes including in care and support packages and staff availability
- Build and maintain positive working relationships with all
- Ensure all staff have correct training and monthly supervision
- Management of all equipment, hoists etc.
- To grow the service and ensure that budgetary and service targets are met, with income maximised and expenditure kept within budget, also compile weekly reports for the Head of Home Care
- Management of all feedback
- Updating safeguarding referrals and make necessary referrals to CQC when required
- To contribute to monitoring, evaluating and reporting on performance by collating data and contributing to reports which evidence the outcomes for individuals
- To be prepared to work flexibly to ensure the safe delivery of the service
- To carry out any other duties as may be appropriate and required to enhance the work of the Domiciliary Care Service and the lives of the individuals we support

BELIEF Values

Guild Care has adopted the following BELIEF values which underpin everything we do. These values are important to us and are discussed as part of our performance management conversations.

BELIEF Values	
Brave	✓ Courageous ✓ Passionate ✓ Empowered
Engaging	✓ Straightforward ✓ Authentic ✓ Present
Loving	✓ Genuine ✓ Caring ✓ Interested
Integrity	✓ Respectful ✓ Accountable ✓ Trustworthy
Everyone matters	✓ Considerate ✓ Attentive ✓ Appreciative
Free to be me	✓ Playing to strengths ✓ Supportive ✓ Vulnerable

Health and Safety

As an employee you have a responsibility under the Health and Safety at Work Act 1974 to:

- i) Take reasonable care of yourself and others at work
- ii) Co-operate with Guild Care to ensure the laws relating to health and safety are not broken
- iii) Report any problems or concerns about health and safety to the manager in the area in which you are working

Safeguarding

Guild Care is committed to safeguarding and promoting the welfare of our customers and expects all our staff to share this commitment.

Equal Opportunities

Guild Care is committed to anti-discriminatory policies and practices and it is essential that the post holder is willing to make a positive contribution to their promotion and implementation.

Confidentiality

The post holder is required to observe strict and complete confidentiality regarding information obtained during the course of his/her duties.

Scope of Job Description

This job description reflects the immediate requirements and responsibilities of the post. It is not an exhaustive list of the duties but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities. Substantial changes will be carried out in consultation with the post holder.

Signature	
Name	
Date	