

Company Name: Integrative Supported Living Care

<b>Policy No: 03-1301</b>	<b>Authorised: Pellagia Margolis</b>	<b>Date: 15/01/2021</b>
<b>JOB DESCRIPTION - DOMICILIARY CARE SERVICES MANAGER</b>		

JOB TITLE: Domiciliary Care Services Manager

ACCOUNTABLE TO: Proprietor

## RESPONSIBILITIES:

1. To ensure the day-to-day operation of the Domiciliary Care Service business, involving direct line management for a team of Domiciliary Care Workers.
2. To manage the Domiciliary Care Service within budgeted targets.
3. To participate as required in the multi-disciplinary assessment of service user needs and the subsequent planning of Service User Care.
4. To define special service user care needs based upon identification of specific clinical problems, and to monitor and review as appropriate.
5. To liaise as needed with external professional care organisations (CPNs, chiropodists, GPs and other nursing professionals) in respect of developing a total package of care for a service user.
6. To report to the Proprietor on a monthly basis on activity levels and outcomes for service users.
7. To participate in staff development, training and performance appraisals.
8. To comply with all Policies of the Organisation, as appropriate.
9. To provide written reports of all complaints, accidents, incidents and untoward events in accordance with written Policies.
10. To keep abreast of all new developments in Health Care, and of the philosophies and policies of the Contracting Authority, and to communicate the same to the staff of the Organisation, modifying Policies as needed.
11. To ensure that the day-to-day Care Services are operated in accordance with the latest Health & Safety legislation.
12. To conform to the *U.K.H.C.A. Code of Professional Conduct* in relation to the operation of the Domiciliary Care Service.
13. To participate in Staff, Team and Quality Management Review Meetings as directed by the Proprietor.

## SIGNATORIES:

 Job Holder: \_\_\_\_\_  
(Name) (Signature) (Date)

 Manager: \_\_\_\_\_  
(Name) (Signature) (Date)

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