EROHEALTHCARE LTD
Supporting your care needs at home

Erohealthcare Ltd
88 Gravelly Lane
Birmingham
B23 6LR
E-Mail: hr@erohealthcare.co.uk
Telephone: 07709762344

JOB DESCRIPTION

DOMICILIARY SENIOR CO-ORDINATOR

When completing your Application Form, this job description and Person Specification should be interpreted in line with the specific requirement of the client group.

The Domiciliary service has been designed to enable a flexible peripatetic team of skilled staff to support people with a learning disability in a variety of settings.

Our Supported Living Scheme will enable people who are living independently in their own accommodation to receive the support they require on a day-to-day basis, both at home and outside, using local facilities.

The service will also be able to support the individual and the carer at home as an alternative to traditional respite services.

CareTech offers this service in a way that encourages people to develop their levels of independence and choice which takes account of the whole person, their feelings and their views and supports their independent status.

The Senior will have the responsibility of working with the Domiciliary Services Manager in offering a professional, flexible service to meet the Company's standard requirements in a way where quality can be measured by both the individual receiving the service and those purchasing it on their behalf.

Main Purpose of the Post

The post holder will be responsible to the Domiciliary Services Manager for undertaking delegated work to ensure that the service needs are met. These responsibilties will include:-

1. The day-to-day delivery of the service in line with stated aims and objectives and also Erohealthcare's Policies and Procedures.

2. Delivering a quality service designed to meet the individual needs of all service users taking into account the diverse range of service on offer i.e. Respite and Supported Living Scheme.

3. Ensuring that staff are equipped with the necessary skills, through training, experience and supervision.

4. To participating in the delivery of the service which takes into account all of the day-to-day operational requirements, and also quality measurements and monitoring.

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5. Deputising for the Domiciliary Services Manager and be the responsible manager in their absence, carrying out all duties that this position entails.

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Main Duties & Responsibilities

To participate as delegated by the Domiciliary Services Manager in the

1. Referrals and allocation of,

2. Multidisciplinary meetings to discuss the assessment and clarification of the Domiciliary Services input.

3. Allocation of services to individuals ensuring a clear Service Plan is in place and that staff have the skills and are able to deliver appropriately.

4. Regular reviews, to re-assess and update service input in line with the individual's needs.

5. And to ensure that all methods of recording visits and other records are kept up-to-date and are completed in a professional manner.

6. To offer individual support where appropriate and to assess the need for other professional intervention.

7. On a day-to-day basis, take responsibility for the monitoring of the quality of service being provided and feedback to the Domiciliary Services Manager.

Staff

1. To participate in the recruitment and selection of staff within an equal opportunities framework.

2. To offer regular quality supervision to all staff.

3. To offer team building sessions and training programmes, designed to meet the individual's needs identified through supervision and staff appraisal.

4. To participate in managing a staff appraisal programme.

5. To manage the staff time efficiently through staff ratios, annual leave and monitor the quality of service delivery.

6. To ensure that Erohealthcare's policy on positive action and anti-racism is adhered to by all staff.

General

1. To participate in maintaining up-to-date records.

2. To develop links with all professional and statutory agencies who are involved with the client.

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3. To participate in the formulation of the budgets for new financial year and to participate in the ongoing yearly budget, in line with the cash limits. To participate in maintaining up-to-date records on cash flow.

4. To ensure that all legal requirements imposed on the service are adhered to.

5. Ensure that the storage, administration and recording of all drugs is in accordance with the GPs' instructions and management policy.

6. To implement communication that will regularly inform and update carers, service users and staff.

7. To report any incidents, accidents and any changes in service to the Domiciliary Services Manager.

Personal

1. To accept regular supervision from one of the organisations' managers.

2. To keep abreast of new developments through reading articles and preference journals.

3. To participate in the organisation of staff appraisal system.

4. To accept training opportunities when they have been identified.

5. To cover any duties required for the safety and well being of the residents.

This job description is subject to review when necessary and at least yearly.

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PERSON SPECIFICATION

	Section 1 - KNOWLEDGE SKILLS & ABILITIES	**Attained**	**Length of Experience**
1	To have the ability to undertake domiciliary visits.		
2	To have the ability to undertake the assessment of people's needs and develop individual service plans from the information gained.		
3	To have the knowledge and ability to supervise staff in their day-to-day work, ensuring good practice.		
4	To have the ability to undertake in-house training of staff.		
5	To have the ability to be responsible for the day-to-day budgets.		
6	To have the knowledge and ability to supervise staff.		
7	To have the ability to manage the service on a day-to-day basis.		
8	To have the ability to operate the recording systems of the service.		
9	To be able to work in a flexible way to cover the needs of the service.		
10	To have the ability to work with parents and carers.		

	Section 2 – EDUCATION & EXPERIENCE	**Attained**	**Length of Experience**
1	To have worked with the relevant client group for at least two years		
2	To be able to write clear and accurate reports.		

	Section 3 - EQUAL OPPORTUNITIES	**Attained**	**Length of Experience**
1	To have the knowledge and ability to work with and develop an awareness within the staff team of positive		

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	Section 4 -PERSONAL SKILLS	**Attained**	**Length of Experience**
1	To be able to communicate clearly through both written and verbal means		
2	To be able to manage time effectively		
3	To be able to work in a flexible way, changing course and direction as necessary to meet the needs of the clients.		

	Section 5 - OTHER QUALITIES	**Attained**	**Length of Experience**
1	To be able to work within a multi-disciplinary framework, taking advice and constructive criticism when necessary.		
2	To work in a way which always has the highest regard for the individual residents choice, abilities and wishes		