

JOB DESCRIPTION FOR CARE CO-ORDINATOR/SENIOR CARE WORKER (DOMICILIARY CARE)

Position	Care Co-ordinator/Senior Care Worker
Responsible to	<input type="text"/>

Purpose of position

The senior care worker/care co-ordinator is a “hands-on” member of the management team responsible for planning, organising and checking (including the carrying out of spot checks) that care services are provided in line with service agreements and care plans and to the standards required.

The post holder will be expected to have previous experience on care work with all the essential personal qualities and a relevant qualification (certificate/diploma) at the appropriate level.

Principal responsibilities *(adapt as necessary)*

The post holder will be expected to:

- carry out needs assessments as required and to draw up individual's care plans
- make all necessary arrangements for starting a service
- supervise care workers and teams in carrying out their work, providing advice and guidance as needed, including demonstrating procedures, coaching and mentoring
- be available to care workers seeking advice and guidance on issues arising
- provide direct care in emergencies
- carry out spot checks of care delivery and report findings to the service management
- visit service users to get their views on the service being provided and to act on any issues arising
- carry out preliminary investigations of concerns, including safeguarding issues, and complaints that arise on the course of service delivery and report their findings to the service manager
- assist with staff induction and training as required, and in the cases of new staff, assess their fitness to work alone
- organise care reviews and to be responsible for implementing any changes to care plans
- liaise with other professionals involved in a person's care
- work closely with the service's management team to help it with their quality improvement and business planning strategies
- engage in their own continuing professional development through relevant training, including specialist training, and qualifications
- act as an ambassador for the care service, particularly in its dealings with other professionals and agencies involved in a person's care
- work as a team member and be prepared to be flexible in helping to meet the service's requirements.