

## Care Manager Job Description

**Hours:** 2 hours per week

**Days:** At their discretion

**Salary:** Voluntary

**Line Manager:** Director

Role and Responsibilities:

Support Workers:

1. To ensure that the support workers are attending the property in sufficient timing.
2. To ensure the support workers are completing and updating the support plans.
3. To ensure the support workers are competing and updating the contact logs.

Life Skills:

4. General counselling and support.
5. Providing life skills training to the licensee in maintaining the property and curtilage in an appropriate condition.
6. Assisting the licensee with shopping and errands.
7. Advising and supervising the licensee on the use of domestic equipment and appliances.
8. Advising or assisting the licensee in dealing with relationships and disputes with neighbours.

Managing a Licence:

1. Assisting with the security of the dwelling because of the needs of the licensee.
2. Assisting with maintaining the safety of the dwelling because of the needs of the Licensee.
3. Advising and supervising the licensee on the use of their own domestic equipment and appliances.
4. Assisting with arranging minor repairs to, and servicing of, the licensee's own domestic equipment and appliances.
5. Providing and maintaining emergency alarm and call systems in relation to the provision of care, support, or supervision to the licensee.
6. Responding to emergency alarm calls, where such calls relate to the provision of care, support, or supervision to the licensee.
7. Advising or assisting the licensee in dealing with benefit claims and other official correspondence relevant to sustaining occupancy of the dwelling.
8. Other support that enables the licensee to live independently and to fulfil their potential in the community.

Managing Money:

1. Advising or assisting the licensee with personal budgeting and debt counselling.

Meaningful Activity:

1. Assisting the licensee to engage with individuals, professionals, and other bodies with an interest in the welfare of the licensee.

Wellbeing: Physical, Emotional, Mental and Spiritual Health:

1. Arranging adaptations to enable the licensee to cope with disability.
2. Cleaning of licensee's bedroom.
3. Physical; Emotional; Mental and Spiritual Health.

Social and Family Networks:

1. Controlling access to the licensees dwelling.
2. Encouraging social intercourse and undertaking welfare checks on the licensee.
3. Arranging social events for the licensee.

Resettlement:

1. Advising or assisting with the resettlement of the licensee enabling move on into sustainable independent living.

Paperwork:

1. To update the support plan of the licensee.
2. To update the contact log of the licensee.