

JOB DESCRIPTION

Job Title:	ASSISTANT HOME CARE MANAGER
Job Location:	Crossacres Day Centre
Reporting to:	Registered Manager, Home Care South
Hours of Work:	35 per week normally Monday to Friday 9 am to 5pm excluding lunch. Some out of hours work may be required.
Salary:	£21,636 (rising to £22,330 per annum after successful completion of probation period) plus additional On Call Allowance

PURPOSE OF JOB (as set out in the draft contract of employment)

- a) To assist the Registered Manager with the day to day running of the South Manchester Home Care service, ensuring that users are each provided with a high quality, professional service appropriate to their needs and in accordance with their agreed care plan.
 - b) To provide particular support to the Home Care Manager in terms of staff recruitment and retention, working creatively to ensure that staffing levels allow the business to develop and grow
 - c) To work with the Registered Manager on the continuous development of a high quality Home Care Service in South Manchester
 - d) To ensure that the service is fully compliant with CQC regulations and with any other regulatory frameworks that may apply to the service
 - e) To assist with the implementation, maintenance and day to day operation of electronic monitoring and recording systems for Home Care
 - f) To help supervise the home care employees and to work with the day care team and other care professionals and volunteers, to maintain and improve the quality of care provided by the organisation.
 - g) To promote and develop the contribution of the home care service to the care services of Age UK Manchester.
 - h) To ensure that the Equal Opportunities and Health and Safety policies of Age UK Manchester, as they apply to the home care centre situation, are carried out properly.
 - i) To provide relief cover for other staff when required.
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TASKS

1. To be involved in, and when required, to assist the Registered Manager by leading the user assessment process, giving advice and professional judgement on the needs of the potential user of home care services, and the appropriateness or otherwise of provision by Age UK Manchester.
2. To develop and implement recruitment strategies, using a variety of different methods including social media that allow the service to grow positively in both size and reputation and to meet the care needs of an increasing number of older people in South Manchester

3. To assist with the development of new areas of business by helping to establish new streams of work for the South Manchester service
4. To offer supervision and support to Home care Workers and where appropriate , to offer them guidance and training in the delivery of their role
5. To assist with the implementation of new technology and to be responsible for maintaining and developing the use of new People Planner technology in the delivery of Home Care
6. To participate in an “out of hours” on call rota
7. To raise awareness of Age UK Manchester’s Home Care Services through networking and providing information and presentations to local groups and care professionals.
8. To arrange, supervise and monitor home care to promote the physical and mental health of the users with encouragement to maintain an independent lifestyle.
9. To assist clients in receipt of independent budgets or other forms of direct payments, in setting up a flexible and cost effective package of care that meets their assessed needs.
10. To co-ordinate home care activities for individual users with the support from their family and other carers.
11. To be involved in, and when required, to assist the Registered Manager by leading the monitoring of users’ well being, attending reviews and liaising with other professionals to ensure the package of care remains appropriate to their needs.
12. To work with families, carers and other professionals to try to ensure that a high standard of hygiene and a safe environment is maintained within the home care service, in accordance with the Health and Safety regulations.
13. To ensure the proper handling of cash and other valuables in accordance with the procedures laid down by Age UK Manchester, and to ensure the completion of the necessary returns.
14. To provide administrative support and statistical information in respect of the activities of the home care service.
15. To record all care activities and information within home care users written records.
16. To maintain records of payments made to home carers including the notifying the payroll service of hours worked by those staff.