

Job title	Supervisor
Location	Dundee and surrounding areas
Responsible to	Registered Manager
Responsible for	Designated care & support staff
Hours of work	As per individual agreement / contract
Holiday entitlement	30 days (pro rata), no fixed dates

JOB PURPOSE

TayCare aims to provide quality care and support services to older people in their own homes, in ways they prefer and are comfortable with.

The services you provide on behalf of TayCare will help older people stay independent as much and as long as possible, ensuring that they feel respected and cared for. Our services will also benefit any family or other carers working to help older people stay in their homes.

You will also help TayCare to encourage all clients and their families or other carers to become actively involved in helping to shape the current and future services provided to them and others.

MAIN DUTIES

You will help TayCare:

1. ensure our clients get what they need, in the way that they want, by:

- 1.1 Undertaking any care and support provision, including domestic duties, identified in the client's personal plan (TayCare refer to this as the client's MyPLAN)
- 1.2 Identifying and alerting the Duty Coordinator to any significant change in the health, welfare, capabilities or support system of the client
- 1.3 Following instructions and guidance contained in the client's MyPLAN
- 1.4 Acting in accordance with appropriate organisational policies at all times
- 1.5 Having knowledge of, and understanding your role in, support and protection of vulnerable adults and safeguarding of children, ensuring you identify, report and address any relevant issues appropriately
- 1.6 Alerting the Duty Coordinator, or if more appropriate the Service Manager or Director, immediately if you have concerns regarding the conduct or capability of a colleague or service partner

- 1.7 Liaising with service partners regarding the daily needs of clients, as appropriate, submitting any appropriate request to the Duty Coordinator and ensuring that the client's MyPLAN is updated accordingly
- 1.8 Maintaining accurate and complete records as required, alerting the Duty Coordinator, or where more appropriate the Service Manager, if any errors/omissions are identified
- 1.9 Acting as the key worker for designated clients, as agreed with the Service Manager
- 1.10 Co-ordinating key worker activities and the development and maintenance of client MyPLANS, as designated by the Service Manager
- 1.11 Ensuring all care and support services and planning are personalised to each client
- 1.12 Ensuring the maintenance of accurate and complete records as required, addressing any identified errors/omissions appropriately
- 1.13 Administering medication as specified in the client's MyPLAN, following the appropriate policies and procedures at all times, and only where appropriately trained and authorised to do so
- 1.14 Undertaking appropriate and comprehensive care assessments and reviews, as required by the Duty Co-ordinator or Service Manager
- 1.15 Processing enquiries from potential clients, as required by the Duty Co-ordinator or Service Manager

2. provide a reliable service, by:

- 2.1 Informing TayCare immediately of any change in your contact, qualifications or convictions details
- 2.2 Making yourself available for work within the range and general timings agreed and reviewed with the Service Manager on a regular basis
- 2.3 Making yourself available for work outwith agreed timings on an emergency basis
- 2.4 Acting as Duty Co-ordinator on a regular basis, as agreed and reviewed with the Service Manager
- 2.5 Deputising in the absence of the Service Manager, where appropriate and agreed with the Director

3. focus on the needs and wishes of clients at all times, by:

- 3.1 Fully engaging the client (and where appropriate others present in their homes) in service delivery, appropriate to their level of health, welfare, capabilities and understanding, as outlined in the client's MyPLAN
- 3.2 Ensuring that during all visits you discuss immediate needs and services to be undertaken with the client, appropriate to their level of health, welfare, capabilities and understanding, as outlined in the client's MyPLAN

4. maintain positive partnerships with clients, their families and/or advocates, by:

- 4.1 Ensuring that at all times you maintain the confidentiality of clients, your colleagues and of TayCare (except where there is risk of harm to a vulnerable person or other lawful need for disclosure)
- 4.2 Promoting and supporting relationships of trust and respect between clients and their carers
- 4.3 Reporting any feedback received, addressing any minor complaints immediately
- 4.4 Contributing to the investigation of complaints, and the development of any follow-up action, where required by the Service Manager
- 4.5 Acting in accordance with, and promoting, the ethos and values of TayCare at all times

- 4.6 Effectively communicating with clients, their families and with care partners
- 4.7 Observing, and ensuring others observe, the principles of dignity, privacy, autonomy and choice, security and safety, realising potential, equality and diversity and social and civic participation, as expressed in the National Care Standards and by the Equality and Human Rights Commission.

5. engage in our communities and our sector, by:

- 5.1. Co-ordinating, developing and contributing to fundraising efforts on behalf of our client group or related organisations/causes, as agreed with the Service Manager
- 5.2. Developing and contributing to the positive community relations of TayCare
- 5.3 Presenting a positive image of TayCare at all times
- 5.4 Promoting the services offered by TayCare whenever possible

6. manage our services efficiently, effectively and responsively, by:

- 6.1 Having knowledge of and understanding your role in health and safety matters, relating to yourself, your colleagues and others, ensuring you identify, report and address any health and safety issues appropriately
- 6.2 Reporting any accidents, incidents or near-misses, applying corrective measures immediately where appropriate
- 6.3 Contributing to the follow-up of any accidents, incidents or near-misses, as required by the Service Manager
- 6.4 Adhering to all relevant Infection Prevention & Control procedures and guidelines, at all times
- 6.5 Contributing to regular staff surveys, giving honest input and offering suggestions and insights as appropriate
- 6.6 Contributing to the quality assurance activities of TayCare, as required by the Service Manager
- 6.7 Developing, supporting and promoting service development and continuous improvement activities
- 6.8 Contributing to any regulatory activities, as required
- 6.9 Contributing to the appraisals of Supporters, Carers and Seniors, as required by the Service Manager

7. use our time and money well, so we can ensure fair costs for clients, by:

- 7.1 Using the resources of TayCare and clients efficiently at all times

8. support, encourage and develop our staff to deliver the highest possible standards of quality, by:

- 8.1 Supporting staff to perform their roles to the best of their ability
- 8.2 Contributing to the innovation, ideas and learning programme of TayCare
- 8.3 Buddying Supporters, Carers, Seniors and/or Supervisors, as agreed with the Service Manager
- 8.4 Undertaking all training identified and agreed in your learning and development plan
- 8.5 Gaining and maintaining professional registration, within timescales agreed with the Service Manager, as appropriate
- 8.6 Providing on-the-job training to Supporters, Carers, Seniors and/or Supervisors, both as part of planned development programmes as agreed with the Service Manager and in general as appropriate opportunities arise
- 8.7 Co-ordinating and delivering induction programmes for Supporters, Carers and Seniors, as required by the Service Manager
- 8.8 Providing practice development supervision, on a continual basis, as and when required by individual members of staff, and more formally on a regular basis

This statement of duties is indicative of the nature and level of responsibility of the post, but is not exhaustive. To enable TayCare to fulfil its duties and functions in relation to both clients and staff the job holder will be expected to undertake any other duty that they are reasonably requested to, providing that they are competent to do so.

This job description was authorised in June 2013 and will be reviewed regularly as part of individual and organisational development and performance review, and may be subject to variation.

The above Job Description is accepted as a framework of the job holder's duties with TayCare at Home Limited:

JOB HOLDER

PRINT NAME

SIGN

DATE

MANAGER

PRINT NAME

SIGN

DATE