

Care Supervisor

To cover for staff shortages/sickness/relief when on call.

To cover duties of on call.

To supervise the direct instigation of care plans.

To observe staff and report back to management any specific gaps in expertise which you consider are missing within the carers' training by way of this observation.

To keep up to date the client folders within the client's homes who you are key worker for and also to make sure that their needs are met and kept adequate and relevant to their care plan.

To report back to the manager any concerns with regard to the clients need for re-assessment/need for equipment/ concerns over tensions/ strains being experienced by spouses in situ/ carers.

To carry out Risk Assessments as required by the office.

To carry out spot-checks on the performance of the senior carers/ carers when required to do so. (6 monthly)

To advise carers when and where necessary with regard to work issues and then a report along with recommendations from you which will then be put on the cares file.

Empower clients to be able to use the facilities and services that are open to them- offering sound advice and imparting your knowledge and experience. (Checking with the relevant organizations if not sure of details).

To promote communications between Caretakers and Clients and staff (even where communications are difficult) including messages from management to staff to clients to on-call etc.

To contribute to the health and welfare of clients and staff.

Be conversant with all aspects of fire prevention, fire appliances, and procedures and participate in periodic drills and checks.

Employee Name:

Date:

Signed: