



# Job Description Form

## Senior Care

To cover shortages/ sickness/ relief when on call.

To stand as a reserve for care supervisor when cover is needed (or when the care supervisor is already out on call/ covering clients).

To carry out Risk Assessments when required by the office.

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 cover the on call when Care supervisors are on holiday or off sick.

To advise homecare assistants where necessary with regard to work issues and then write a report detailing any recommendations.

Promote communication with clients when communication is difficult.

Obtain, transmit and store information relating to the delivery of the care package of said client.

To maintain all relevant documentation for clients in the community.

Be conversant with all aspects of Food Hygiene, Risk Assessment, Health and Safety, Fire Prevention, Fire Appliances and take part in periodic drills and checks. To ensure that these are all implemented within the clients environment.

To attend all staff and management meetings.

To communicate and liaise with other professionals for services or aids that the client may need in their home.

To represent Caretakers SW Ltd at any meetings as so requested to do so by the office.

Employee Name: .....

Date: .....

Signed: .....

Caretakers, 57 Torquay Road, Paignton, Devon. TQ3 3DT

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