



## **JOB DESCRIPTION**

**Post Title:** Community Homecare Manager  
**Employer:** Hafod Care Association Limited  
**Location:** RCT

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### **MAIN OBJECTIVES OF ROLE**

- To manage and further develop Hafod's homecare service in the borough of RCT, Barry and Cardiff.
  - To have overall responsibility for the development and maintenance of a comprehensive homecare service being compliant with the local authority's contractual requirements
  - To promote and ensure quality standards are maintained for service users through high standards of professional practice which are conducive to the physical, emotional, social, intellectual and spiritual needs of individual service users.
  - To ensure the branch and service meets its legislative obligations and remains fully compliant with CIW standards.
  - To promote the Hafod Care offer to service users and employees.
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### **PRINCIPAL DUTIES**

#### **Person Centred Care**

1. To ensure that the emotional, spiritual, medical and material needs of the service user are recognised, assessed and met.
2. To support service users in the making of decisions in matters which affect their lifestyle and using the person centred tools available to ensure service users are supported to remain independent and achieve their goals and outcomes.
3. To assess or contribute to the assessment of need for each service user in conjunction with the relevant professional agencies (and where appropriate the service user's family); ensuring that the service user plan is developed so that it provides a satisfactory quality of life for the individual and delivers outcomes specific to them.
4. To promote relationships which enable each service user to participate in the life of the local community to the best of their ability.
5. To ensure the provision of healthcare arrangements, which may include the ordering, recording and administration of prescribed medication.

6. To ensure the provision of care, including that which may be provided by competent and caring relatives and which may include terminal care under the direction of the GP and with the support of the community nursing service.

### **Human Resources**

1. Be responsible for adequate staffing levels to deliver a quality service by:
  - Liaising with the HR Department to ensure robust recruitment and selections processes are in place and maintained;
  - Ensuring a comprehensive induction programme is completed for all new recruits which is compliant with regulatory requirements.
  - Ensure staff access the comprehensive e-learning programme in place for all staff to ensure full competence and the delivery of quality care.
  - Ensure staff skills and development are regularly reviewed through supervision and the PDR process.
  - Adopting an environment of continued learning and development for all staff.
  - Ensure staff adhere to policies and procedures with correct reporting and administrative procedures followed.
  - Ensure that staff are managed in accordance with the appropriate policies and procedures, and the application of health and safety, equal opportunities and non-discriminatory policies and practices.
  - To ensure good communication between and with the staff group.

### **Finance**

1. To be responsible for the monitoring and control of day to day expenditure within the limits prescribed.
2. To prepare budgets and monthly cash flows reports and to ensure adequate accounting and financial records systems are in operation.
3. To ensure that service users are supported in retaining responsibility of their own money and financial arrangements.
4. To ensure that, where it is necessary, the management of a service user's financial affairs is carried out with the utmost probity and that records are kept of all financial transactions.

### **Premises**

1. To advise the Responsible Individual, and your line manager, of any maintenance issues.
2. To ensure that the fire regulations are complied with and advise the Responsible Individual, and your line manager, if there are areas of risk.
3. To ensure that legislation and regulations concerning environmental health, infection control, building control, planning and health and safety are complied with and to



advise the Responsible Individual, and your line manager, accordingly where action is required

4. To assess service users' homes with regard to health and safety and infection control issues and provide advice to staff regarding safe and healthy working practices in the field.

### **General**

1. To ensure that all governance and professional standards are adhered to and robust arrangements are in place for auditing, reporting and review.
2. To have in place a quality assurance system that demonstrates that service delivery meets national minimum standards and as far as achievable the expectations of services users, their families and other stakeholders.
3. To co-operate with Hafod in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
4. To behave in accordance with the company's values
5. To ensure compliance with Hafod's policies and procedures at all times.
6. To maintain confidentiality and observe data protection (GDPR) and associated guidelines where appropriate.
7. To inform the Responsible Individual, and your line manager of any safeguarding matters or situations that may directly affect the reputational integrity of Hafod.

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**The duties in this job description are not exhaustive and may be altered at any time to reflect the changing needs of the Association**

<b>PERSON SPECIFICATION: COMMUNITY HOMECARE MANAGER</b>		
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	A management or care qualification equivalent to QCF Level 5	*****
<b>WORK EXPERIENCE</b>	<p>Demonstrable experience in a similar role within a domiciliary care service</p> <p>Knowledge of the care sector and an understanding of the domiciliary care regulations along with POVA requirements</p>	*****
<b>SKILLS</b>	<p>Ability to take responsibility</p> <p>Ability to develop, monitor and nurture positive care practice</p> <p>Problem solving</p> <p>Work as team member</p> <p>Active, strong leadership skills that create an open, positive and inclusive atmosphere</p> <p>Strong verbal and written communication skills</p> <p>Inter-personal skills</p> <p>Planning</p> <p>Coaching and mentoring</p> <p>Computer Literacy</p>	*****

<p><b>SPECIAL APTITUDES</b></p>	<p>Self-motivated</p> <p>Organised</p> <p>Flexible</p> <p>Sensitive to the needs of the client group</p> <p>Ability to form positive relationships</p> <p>Active team player but able to work on own initiative</p> <p>Committed to high standards</p> <p>Committed to training</p> <p>Confidentiality</p> <p>Commitment to equality</p>	<p>Able to contribute to planning and policy decisions.</p>
<p><b>OTHER REQUIREMENTS</b></p>	<p>Full, current driving licence and use of a vehicle</p>	<p>*****</p>

**PLEASE NOTE THAT THIS POST IS SUBJECT TO ENHANCED DISCLOSURE AS PROVIDED BY THE DISCLOSURE AND BARRING SERVICE, AN EXECUTIVE AGENCY OF THE HOME OFFICE. DISCLOSURE IS A MEANS FOR THE ASSOCIATION TO CHECK THE BACKGROUND OF JOB APPLICANTS TO ENSURE THAT THEY DO NOT HAVE A HISTORY THAT WOULD MAKE THEM UNSUITABLE FOR POSTS THAT INVOLVE WORKING WITH VULNERABLE PEOPLE. THE ASSOCIATION WILL ONLY REQUEST DISCLOSURE FROM THOSE THAT HAVE BEEN OFFERED EMPLOYMENT.**



## **PAY AND CONDITIONS: Community Homecare Manager**

1. The salary for this position will be in the range of **£32,124** per annum.
2. Your hours of work will be **36** hours as agreed with management.

Please note that the Association reserves the right to alter the arrangement of these hours if it is in the best interests of the Association to do so.

3. Your minimum paid holiday entitlement will be **28** days per annum plus bank and public holidays.

In addition to the basic entitlement, staff with more than two years' continuous service at the beginning of the leave year will qualify for one additional day's leave for each following complete year of service up to a maximum of ten working days [pro rata for part time staff].

4. You will be required to be in possession of a current valid driving licence and provide your own car. You will be reimbursed for mileage undertaken on the Association's business under the Fixed Profit Car Scheme under which the Association can pay tax free mileage allowance. For 2018/19 this allowance is 45p per mile for the first 10,000 miles and 25p per mile thereafter.
5. Employees are entitled to join the Association's company pension scheme after three months employment with the Association.
6. On appointment you will become a member of the Association's group life insurance scheme which entitles your next of kin to receive a sum of money equal to twice annual salary in the event of your death whilst an employee of the Association.
7. Eligible employees are entitled to join the Group Private Health Scheme, and, on payment of the necessary contribution, extend cover to members of their family.