



# WARWICKSHIRE HOME CARE SERVICES

## Job Description

**Job Title:** Home Care Manager

**Responsible to:** Director of Operations

**Job Purpose:**

- To assume total responsibility for all aspects of management of the Home Care Service in accordance with current requirements and legislation.
- To provide direction for the delivery of the highest possible quality of person-centred domiciliary care to service users in the community.
- To contribute strategically and operationally to the Company's business planning process.
- To be the named, competent person under Health & Safety legislation.

**Main Duties:**

1. Develop, maintain and evaluate effective management arrangements and systems.
2. Ensure adherence to Company's Policies and Procedures.
3. Obtain, record, store and analyse information in line with current legislative requirements and company policy.
4. Ensure continuous quality improvement throughout the service.
5. Manage change effectively.
6. Develop, implement, monitor and review specialist services as required.
7. Make recommendations for the use of financial resources and control expenditure against budgets.
8. Promote and demonstrate a style of leadership that ensures an organisational culture of open and participatory management and practice.
9. Recruit, select and retain staff in accordance with Company Policy and Procedure.
10. Manage and develop teams and individuals to enhance performance.
11. Take responsibility for personal professional development.
12. Develop and maintain effective staff rota system which includes on-call arrangements to ensure service standards are maintained at all times in line with Company Policy and Procedure.
13. Create, maintain and develop an effective working environment including appropriate implementation of grievance and disciplinary procedures.
14. Develop and maintain healthy and safe practices within Home Care.
15. Undertake other duties that may be required in line with this level of post.

**Values:**

- Ensure that all practices / activities within Home Care reflect the Company's ethos with regard to promoting equality and valuing diversity.