

Job role information for workers in care home services for adults

This information will help people working in care home services for adults apply for the right Register part. The practices described below will vary depending on your job role, set by your employer. You should use it as a guide to help decide which register part applies.

Managers of care home services for adults

Managers in care home services for adults are workers who hold responsibilities for the overall management, development and quality assurance of care and support provided in a care home service. This includes supervision of staff and management of resources.

A manager of a care home service for adults is likely to:

- be registered with the Care Inspectorate as manager of the service
- be responsible for meeting regulatory requirements, including planning for inspections, evidence gathering, identification of gaps and taking action to meet requirements
- be responsible for leading the planning process for care or support plans
- be responsible for the continuing professional development of yourself and others through staff development and performance development review systems
- be the first point of contact for complaint handling
- establish your own understanding and that of others about safeguarding and what action to take in cases of actual or potential harm or abuse
- hold overall responsibility for budgets and oversee management and deployment of staff and resources for the service that you manage
- have overall responsibility for completing quality assurance processes for the service that you manage, for example Care Inspectorate Annual Returns
- manage multi-agency working arrangements
- have overall responsibility for health and safety in the care home service for adults that you manage.

If you are a manager you may also:

- have overall responsibility for managing and developing workers within the service, for example through providing or managing the provision of supervision, performance reviews
- lead and manage provision of the service, for example implement systems, procedures and practice to support people who use the service, implement and review systems, procedures and practice to support this provision
- lead practice to reduce and prevent the risk of danger, harm and abuse, for example lead shared evaluation of plans, systems and practices to help individuals manage, reduce and prevent the risk of danger, harm and abuse within the service
- develop joint working agreements and practices to deliver health and social care services
- monitor and manage the quality of the provision of your service
- contribute to the development of organisational policy and practice
- comply with legal, regulatory, ethical and social requirements
- lead practice that promotes the rights, responsibilities, equality and diversity of individuals.

Supervisors in care home services for adults

Supervisors in care home services for adults have responsibility for supervising workers and overseeing and monitoring the implementation of care plans.

A supervisor in a care home service for adults is likely to:

- promote effective communication within the service
- promote the health, safety and security of self and others that you are responsible for within the service, for example monitoring and maintaining health, safety and security, promoting working practices that are safe, healthy and secure, minimising risks arising from emergencies
- develop your practice within the service setting, for example reflect on your own practice in the workplace and take action to enhance your practice by using opportunities for development
- promote the safeguarding of individuals, for example establish your own understanding about safeguarding and what you must do in cases of actual or potential harm or abuse
- be responsible for assessment of care needs and the development and implementation of care plans
- be responsible for specific tasks noted within the skills sets for dementia and complex physical care needs among others.

If you are a supervisor you may also:

- be responsible for the supervision of other workers, such as support workers, for example supervising their practice and monitoring compliance in relation to policies, procedures and best practice relevant to the assessment of risk, safe working practices and safeguarding.

Practitioners in care home services for adults

Practitioners in care home services for adults provide care and support to adults using residential care and have responsibility for coordinating the implementation of care plans. This may include holding keyworker responsibilities.

A practitioner in a care home service for adults is likely to:

- monitor and maintain the health, safety and security of yourself and others that you are responsible for and promote safe working practices
- contribute to the assessment of care or support needs and preferences of adults in care home settings
- support the development and implementation of care or support plans and contribute to the review of these plans
- develop and sustain effective relationships with staff in other agencies
- take part in inter-disciplinary team working to support individuals and others to assess individuals' needs
- work together to plan, implement and evaluate personalised care or support packages.

If you are a practitioner you may also:

- work with individuals to identify development activities
- plan, implement and evaluate the activities through working in partnership.

Support workers in care home services for adults

Support workers in care home services for adults have delegated responsibility to provide care and support to adults using residential care.

A support worker in a care home service for adults is likely to:

- support effective communication in care home services where adults are cared for or supported
- work with individuals to identify the support required for daily living and assist in activities to promote wellbeing and independence
- support individuals to communicate what they wish to eat and drink and prepare selected choices before serving food and drink, support the individual to eat and clear away when they have finished
- support individuals with their personal care needs including access and use of toilet facilities, maintain personal hygiene and manage personal appearance
- contribute to implementation of care or support plan activities by carrying out specific activities, provide feedback and contribute to revisions, for example how well activities meet individual preferences and help to achieve planned outcomes

- uphold the rights of individuals including the right to be in control of their lives, to be respected and to have personal information kept private.

If you are a support worker you may also:

- relate to individuals in ways that promote safeguarding, and work in ways that support rights, inclusion and wellbeing of individuals
- monitor the health and wellbeing of individuals with specific health conditions.

More information

If you need more information about registration, please contact our registration team at: registration@sssc.uk.com or 0345 60 30 891.