

JOB DESCRIPTION

POST TITLE: Home Manager

RESPONSIBLE TO: Operations Director

REPORTING TO: Regional Manager

JOB PURPOSE: To take overall responsibility for the smooth running of the Care Centre and the well-being of the Clients and Staff. Ensuring that all company policies and procedures and legal requirements are adhered to, within the defined timescales.

SKILLS, KNOWLEDGE & QUALIFICATIONS

Required:

- Level 4/5 Diploma in Leadership for Health and Social Care /Social Work Qualification
- Previous management / supervisory experience
- Excellent communication skills
- Ability to lead an effective team

MAIN RESPONSIBILITIES

Care:

- To assess social needs in a residential care setting and health needs of prospective clients in a care setting and subsequently to monitor the planning and on-going evaluation of care.
- Continually assess and supervise the work of Staff to ensure consistently high standards and efficient running of the Care Centre while creating an atmosphere conducive to the best interests of the Clients.
- Practice maximum integrity in all dealings with Clients' personal and financial affairs and avoid abuse of the privileged relationships which exists with Clients.

Communication:

- Ensure and maintain regular communications with the Regional Manager.
- Preserve effective communications through regular contact / meetings with Clients, Relatives, Staff, Regional Manager and any other concerned bodies; maintaining appropriate minutes / reports.
- Liaise with the Clients, Relatives and other Staff in the development of activities for Clients which will enhance their quality of life.
- to ensure that the storage, preparation, dietary appropriateness, cooking and serving of food meet the required standards.
- Liaise Maintenance Person to ensure all areas of the Home, inside and out, are properly cleaned, maintained and adequately heated.

Budgetary / Financial Control:

- Manage and maintain agreed budgets, in conjunction with the Regional Manager, by monitoring on a weekly basis and taking corrective action as required.
- Review and authorise monthly returns and notify the Finance Department of any discrepancies.

Personnel:

- Endeavour to fill any Staff vacancy by advertising in the job centre, online through carehome.co.uk or the homes website.
- Interview and select suitable personnel (The positions are to be offered within the normal terms of employment in operation at the Care Centre at the time).

- Manage personnel records to adhere to company policy and requirements under the Health & Social Care Act 2008.
- Manage all records adhering to the Data Protection Act.
- Implement and manage the company's disciplinary and grievance policy and procedure.
- Monitor and control sickness / absence in accordance with the company's policy and procedure.

Marketing:

- Actively market the Care Centre and promote a positive personal / professional profile within the local community, ensuring the good reputation of the Care Centre at all times.
- Endeavour to fill any bed vacancy by liaising with Adult Services and Clinical Commissioning Groups (CCG's) , marketing to self-funding clients and subsequently, assessing suitable Clients. (Placements are to be offered within the normal terms of residency and the fee structure in operation at the Care Centre at the time).

Training & Development:

- Ensure Staff receive appropriate training in all aspects of their work in the Care Centre.
- Promote Staff training and development and maintain up to date records

Health & Safety:

- Carry out duties as "Responsible Officer" for the Care Centre under the Health and Safety at Work Act 1974 and Fire Regulations.
- Ensure the implementation of the Care Centre's Health and Safety Policy and that Emergency and Fire Procedures are carried out.
- Monitor and review accident reports and infection control, ensuring regulatory bodies are informed of an incident when necessary; i.e. CQC/, CCG's, Local Authorities, Environmental/Public Health, etc.

General:

- Adhere to all appropriate guidelines of the Social Care Councils in a residential care setting.
- Ensure that all practices and procedures required within the Care Centre are organised and managed effectively to meet the needs of the Clients.
- Undertake general nursing and/or personal care work as required to ensure the safety of the Clients
- Maintain and update/or keep current professional knowledge and competence.
- Audit the Care Centre and identify and action areas of non-compliance.
- Ensure that all information of a confidential nature gained in the course of work is not divulged to third parties.
- Maintain such records, including financial, care and Health & Safety records as may be required by both the Regulator and the Directors of the company.
- Organise 'on-call' for emergencies which may arise within the Care Centre.
- Ensure that senior management, the regulator and other authorities are informed, in an accurate and timely manner, of situations adversely affecting the safety of the Clients, including safeguarding alerts.
- Ensure the security of the Care Centre is maintained at all times.
- Ensure that the modules on Portal, for the Care Centre are updated as required.
- Ensure that timescales are met in respect of reports that are required to monitor the Care Centre.

This Job Description indicates the main duties and responsibilities of the post and it is not intended as an exhaustive list.

Please add signature and date indicating acceptance of this Job Description.

Signature:

Date: