

**Our Values:**

- Support and listen
- Use an open, honest culture
- Put you at the heart of our service
- Ensure you feel safe
- Respect your life choices
- Be kind and compassionate



Job Title:	Home Manager
Salary:	£55,718 per annum
Reporting to:	Operations Manager
Hours of work:	Up to 37 hours per week, working some weekends, bank holidays and evenings as required to meet service needs.

**Job Purpose****Main Duties and Responsibilities****Governance**

Ensure the home is managed effectively to ensure that the residents receive a high standard of care to meet their needs. That residents are happy, supported and involved in decisions that affect them.

Ensure the home works to the company policies and procedures, using systems and technology as set out by the company.

Have a clear understanding of the regulations and guidance in regards to care homes management and as set out by the Care Quality Commission. Ensuring that they are adhered to and maintained.

Meet the requirements of a “Registered Manager” with the Care Quality Commission and maintain the standards and responsibilities of this role.

Have a clear understanding of the Health and Safety regulations in regard to care homes, the residents and the care team.

Have responsibility for the management of the budgets as set for the home.

Ensure the homes positive relationships and inclusion with the local community to include involvement of friends, families, external agencies and professionals.

Ensure that occupancy levels are maintained and promotion of the home’s services to the wider community and possible customers.

Ensure that the care team have received the necessary training to undertake their roles, this includes mandatory training identified by the company.

Ensure the service provision is anti-discriminatory and culturally sensitive responding to individual needs, with regard to race, religion, culture, language, gender, sexual orientation, age and disability.

**Oversight**

Ensure that care planning is undertaken and reviewed so the needs of the residents are met and that the care team understand how to use a care plan to demonstrate this.

Ensure that staff levels and rotas are reviewed to meet the fluctuating needs of the residents and skill allocation is used across the home to enable appropriate provision of care.

Ensure good oversight by ensuring in-house audits are undertaken and by understanding their outcomes and actions. Using continuous improvement tools to create a positive culture within the care team.

Monitor performance by reviewing audits and actions plans.

Ensure good oversight by possessing a good understanding of what is happening in the home and by spending time within the home and listening to the care team.

Provide on call to the home as part of a rota shared with the deputy manager.

### Leadership

Work as a team with your deputy managers and shift leaders to lead the wider care team.

Delegate to and support the nursing and residential managers to manage the home.

Influence and motivate the care team as a whole to have confidence and believe in what they do.

Encourage and promote strong team working with open communication reflection and feedback.

Ensure that the companies polices and procedures are followed in line managing people.

Lead by example and Influence others to understand what making a difference is and how this can improve quality of life.

### Development and growth

Undertake further training to develop your skills

Undertake or become involved with companywide initiatives and projects to improve service provision as directed from time to time.

Liaise with other home managers to learn and reflect

### Please Note

The duties in this job description are not exhaustive, but instead, are representative of the type of work required in the post. The post holder will, therefore, be required to undertake other duties deemed appropriate and consistent with the purpose of the job.

The job description & person specification are revised periodically and amended, as necessary, to ensure that they meets the needs of the service.

### Person Specification

<b>Selection Criteria</b> <b>A = Application Form, I = Interview, T = Test or Case Study, P = Practical Exercise or assessment</b>	<b>Essential (E) or Desirable (D) Criteria</b>	<b>Assessment Method (A, I, T, D)</b>
<b>Attributes / Skills:</b>		
1. Effective communication	E	A, I
2. Understand how to care for older people	E	A, I
3. Ability to build meaningful relationships whilst maintaining professional boundaries	E	I
4. Punctuality and reliability	E	I
5. Lead by example delivering care and compassion	E	I
6. Have a patience & empathic approach	E	I
7. Ability to work in a fast passed environment	E	I
8. Ability to review and make decisions at speed		
9. Willingness to participate in training sessions as required	E	I
10. A reasonable level of fitness	E	P
11. Commitment to Equality, diversity, and inclusion	E	A, I
12. Clear understanding of confidentiality	E	A, I
13. Able to deliver excellent customer service	E	A, I
14. Confident in using standard IT packages for recording data and researching information	E	A, I

<b>Experience:</b>		
1. Experience in a social care environment, with the elderly and with people with dementia	E	A, I
2. Experience of working with older people	E	A, I
3. Experience of managing others and teams	E	A, I
4. Experience of administering medicines	E	A, I
5. Understanding of safeguarding adults at risk	E	A, I
<b>Qualifications / Training:</b>		
1. Level 3 diploma in health and social care or equivalent/ working towards this qualification.	E	A
2. Nurse qualified and live PIN (if specified in job advertisement)	E	A
3. Leadership qualification or proven training record	E	A
4. Risk assessment	D	A
5. First Aid	D	A
6. Dementia awareness	D	A, I
7. Health and Safety, e.g., moving and handling	D	A, I
8. The post holder must hold a clean driving licence and access to a vehicle during working hours		

This Job Description and Person Specification are revised periodically and amended as necessary to ensure that the content reflects the needs of the service.

I acknowledge the receipt of the above job description:

**NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_