

Job Description

Appointed Manager

Responsible to: Head of Operations

Responsible for: Assistant House Manager and Learning Support Workers

Job Purpose: Making sure that the Organisation meets the high standards care within its own set of ideals and principles as well as meeting the expectations and guidelines of the placing authorities and inspectorates.

Key Responsibilities

Main

1. Suitability of the service
 - To undertake service user pre-assessments and report back to the admissions team of suitability of the service.
 - To review and agree service user residential placement before admission into the charity, based on need, characteristics and risk.
2. Development and review of personal plans
 - Compile and implement key care planning documentation relevant to the service users and review in line with the quality improvement cycle timeline.
 - To liaise with stakeholders and key agencies, who have a vestige interest in the service users, to ensure they are regularly updated on any care planning developments.
3. Standards of care and support
 - To monitor all aligned staff to ensure support provided is in line with care planning agreements, and act accordingly where working practice issues are identified.
 - To attend annual reviews regarding service users within your care and update attendees on progress and well-being
 - To provide the highest standard of care and support to all individuals including those with Autistic Spectrum Disorder, in achieving positive and meaningful outcomes in line with any person-centred plans.
 - Agree and implement positive outcomes for all service users within the residential provision and map ongoing progress.
 - To ensure that regular service user's meetings are carried out and any agreed actions are carried out accordingly.
4. Access to health and other services
 - Ensure that all service users health and welfare needs are met through managing/supporting service users to attend health appointment and other health care agencies.
5. Safeguarding
 - To promote and abide by current safeguarding practices, and to notify Adult Protection Agencies of any suspected safeguard issues.
 - To notify Care Inspectorate Wales of any required Notifications in relation to CIW framework
 - To monitor and review all incidents within the residential provision and where required action any safeguarding referrals. Attend and represent ECT at required safeguarding meetings where required.
6. Medication Management
 - Manage the ordering and administering of medication within the home including undertaking regular audits.

7. Supplies

- To ensure that there are adequate supplies within the home to meet health and safety, infection prevention and control and management expectations.

Leadership and Management

1. Overall governance.

- To organise and facilitate weekly house meetings and to notify RI of any issues or developments which may impact on care delivery.
- To undertake line management responsibilities for Learning Support Workers, within the home
- To ensure those who you are responsible for, are adequately trained to meet required standards, including management of induction and Social Care Wales registration.
- To assist the responsible individual compiling quarterly reports with regards to Safeguarding, CIW notification, Incidents, Medication and other required data to meet reporting expectations.
- To manage the house budget and submit monthly petty cash reports to Chief Finance and Operations Officer
- The promotion of Equality and Diversity in Care
- To ensure that the staff schedule meets the needs of the home, and to take possible steps to cover shifts where there may be shortfalls due to annual leave and sickness.
- To provide weekend on call cover on a rotational basis along with the house managers and assistants.
- Contribute to the development and review of all policies, procedures and documents stated in the Quality Improvement Plan.
- To ensure that that annual leave and timesheets are managed through ECT internal IT systems.

2. Statement of Purpose

- To ensure that the care home is managed within the boundaries of the Statement of Purpose.

3. Quality Assurance

- To organise and facilitate house inspections along with other house managers and assist RI with internal audits where standards are not acceptable.
- To ensure that weekly, monthly, quarterly and annually residential checks are carried out in a timely manner and any actions noted are carried out accordingly.

4. Complaints

- To carry out internal investigations within the parameters of the Organisation's human resources guidelines for both service users and staff

Environment

1. Overall Environment

- To ensure the home is clean and tidy which meets the expectations of the service users.
- To ensure the home is adequately furnished to meet the needs and expectation of service users and CIW requirements.
- To ensure that maintenance are notified within a timely manner of any health and safety issue that require attention.

2. Health & Safety

- To ensure that Health and Safety requirements are adhered to, and to report any hazards/request maintenance team within a timely manner.

General

1. Work in accordance to the policies and guidelines of the organisation.
2. To be committed to Continuous Professional Development (CPD).
3. Improve your own understanding of the values that underpin the work in the organisation by attending relevant induction and training.
4. Respect confidentiality at all times.
5. Through personal example demonstrate commitment to Equality and Diversity ensuring equality of access and treatment for all.
6. There will be times when you may be required to undertake additional tasks, duties and responsibilities within your capabilities and may be asked to undertake an

alternative job on a temporary basis. However, you will not ordinarily be assigned to duties or required to perform services which you cannot reasonably perform or are outside the range of your normal skills and experience.

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties as required.

Line Manager Signature: Date:

Employee Signature: Date:

Person Specification Appointed Manager

Requirement	Essential or Desirable?	How Assessed?
<p>Knowledge & Understanding:</p> <p>QCF Level 4/5 Health and Social Care.</p> <p>Experience of working in a similar role.</p> <p>Experience in a managerial role. Recognised management qualification. Knowledge of project management. Knowledge of CIW RISCA regulations. Experience of working with Microsoft Word and Excel. A current, clean driving license.</p>	<p>Essential</p> <p>Essential</p> <p>Desirable Desirable Desirable Essential Essential Essential</p>	<p>Application & Verification</p> <p>Application & Interview</p> <p>Application Application Interview Interview Interview Application</p>
<p>Skills & Abilities:</p> <p>Ability to support individuals with personal care needs.</p> <p>Ability to manage large work loads</p> <p>Excellent interpersonal skills.</p> <p>Excellent communication skills.</p> <p>Excellent numeracy and literacy skills.</p> <p>Excellent planning skills.</p> <p>Excellent organisational skills.</p> <p>Good IT skills.</p> <p>Ability to prioritise workload and meet strict deadlines.</p> <p>Ability to work independently and as part of a team.</p>	<p>Essential Essential Essential Essential Essential Essential Essential Essential</p> <p>Essential Essential</p>	<p>Interview Interview Interview Interview Interview Interview Interview Application & Interview Interview Interview</p>
<p>Personal Attributes:</p> <p>Self-motivated.</p> <p>Creative and innovative.</p> <p>Commitment to personal development.</p> <p>Flexible in approach.</p> <p>Reliable.</p> <p>Honest.</p>	<p>Essential Essential Essential Essential Essential</p> <p>Essential</p>	<p>Interview Interview Interview Interview Reference & Interview Reference</p>