

## JOB PROFILE

Post	<b>Registered Manager – Residential Home</b>
Term of post	<b>Permanent</b>
Line Manager	<b>Adult Learning Disabilities Senior Manager</b>
Salary	<b>SP 25 - 30 £29,577 -£33,782</b>
Hours	<b>Full Time- 37 hours per week Full time</b>
Approved	<b>September 2020</b>

## THE PURPOSE OF THE POST

To manage a team of Residential Care Workers to ensure the smooth and efficient running of the home. the residential home adults with a learning disability and when required provide outreach support to Older adults and Adults with learning disabilities living in their own homes. To provide the assessed level of care as determined by Catholic Care and the Local Authority, in line with the Care Quality Commissions (CQC) Fundamental Standards

To manage the delivery of a high quality, expert safeguarding service to adults with a learning disability in line with the organisation's policies and procedures.

## RESPONSIBILITIES

- To provide the overall management and support within the home.
- To liaise and work with the Head of Adult Care, Senior Manager, Domiciliary Care Managers and other Catholic Care staff to create one team approach to delivering the service
- To take the lead when the Care Quality Commission and the Local Authority undertake Inspections of the project.
- To encourage people to participate as fully as possible in the running of the home and to take an active part in its development. To empower and enable residents to achieve their maximum potential and to lead and support the staff to deliver best practice and to meet the changing needs of the residents
- To assist the formulation and implementation of Person-centred Plans for the people we care for and care for and support, ensuring that the level of care and quality of life is at a standard required by Catholic Care and the Local Authority in line with the Essential Standards of Quality and Safety. The Person-centred Plans will meet the spiritual, physical, intellectual, cultural, emotional and social needs of the residents.
- To ensure that menus are planned with participation from the people we care for and support and incorporate special diets, personal preferences and ensure that the meals are nutritious and attractive.
- To co-ordinate support services, such as community nurses and social workers
- To liaise with GPs and staff of the Community Health Trust as appropriate to ensure the physical, mental and emotional health needs are met.
- To be responsible for the maintenance of medical supplies and ensure the safekeeping of all drugs and that the administration of drugs is carried out according to the home's policies and procedures.
- To ensure people's personal belongings are safeguarded and all monetary transactions are recorded and can be accounted for e.g. personal allowances, savings, amenity fund, gifts and donations etc.
- To ensure all administrative duties relating to the home are carried out to required standards to required standards e.g. Person-centred Plans, personal records, ordering, inventories, weekly and monthly returns etc.
- To participate as required in the allocation procedure for the admission of prospective residents, to manage the regular review of their progress and wellbeing and the writing of formal reports, in accordance with the expectations of Catholic Care and the Local Authority
- To organise and carry out regular Health and Safety Checks and Fire Precautions, to ensure that Agency policy on Health & Safety at Work is implemented
- To ensure regular team meetings are held and records kept and to ensure easy communication between all members of the team

- To participate as required in the selection and recruitment of new staff
- The management of the staff team, their rotas, duties and routines ensuring contracted hours are delivered ensuring contracted hours of care are delivered.
- Act as a role model and leader to the staff team supporting them to consistently demonstrate the values and behaviours of the organisation in their roles.
- To have knowledge of the job content of all staff members' working in the home and to measure and assess individual capabilities, strengths and needs to plan for their training through induction, supervision and appraisal.
- Work with the charity's finance team to manage the budget of the home in line with the charity's Annual Plan.
- To undertake disciplinary procedures as require
- To promotes safeguarding at all times.
- To maintain employee records including address, telephone number and next of kin etc
- When required, support the provision of outreach care for older people in community or Adults with a learning disability.
- Support the staff to work alongside and in partnership with other services in the charity and act as an emergency point of contact for the Diocese of Leeds Retired Clergy support service, alongside the on call domiciliary care manager when required
- To uphold the values of Catholic Care and to apply these at all times in your dealings with others.
- Any other duties commensurate with the post and at the discretion of the Line Manager.

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### **ADDITIONAL DUTIES**

It is the nature of the work of Catholic Care that tasks and responsibilities are, in many circumstances, unpredictable and varied. Each staff member is, therefore, expected to work in a flexible way when the occasion arises, when tasks not specifically covered in their job description have to be undertaken. Such additional duties would normally be to cover unforeseen circumstances or changes in work and would normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.

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### **SAFEGUARDING**

Catholic Care acknowledges the responsibility to safeguard and promote the welfare of children and adults at risk regardless of gender, ethnicity, disability, sexuality or beliefs. We are committed to ensuring safeguarding practice reflects statutory responsibility, government guidance and complies with best practice. It is therefore the duty of all employees, trustees and volunteers to adhere to this policy commitment

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### **CONFIDENTIALITY**

It is expected that all Catholic Care employees will understand that our work is confidential and that personal details must not be divulged to members of the public. This obligation will continue indefinitely even after termination of employment. All approaches by the media or other third parties must be referred, unanswered, to the line manager.

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### **VALUES AND PRACTICE PRINCIPLES**

The person who holds this position is expected to be familiar with and have regard to the Values of Catholic Care and work within that framework. He or she must be prepared to operate within the ethos of the agency and ensure that people of all denominations and faiths have their spiritual needs respected.

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### **QUALIFICATIONS AND EXPERIENCE**

The person appointed to this position will satisfy the criteria identified in the Person Specification.

*Posts will be offered subject to satisfactory references and DBS Enhanced Disclosure being obtained*

Post	<b>REGISTERED MANAGER- RESIDENTIAL HOME</b>		
Service	<b>ADULTS WITH A LEARNING DISABILITY</b>		
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	
Recognised Learning disability qualification		✓	
A minimum of Level 3 Diploma in Health and Social Care / Equivalent	✓		
To have achieved or be prepared to work towards a Level 5 Diploma in Leadership for Health & Social Care, Adults	✓		
Educated to GCSE or equivalent (including Maths and English would be desirable) (including English and Maths desirable)	✓		
Full Driving Licence.	✓		
<b>Experience</b>			
Minimum of five years working with people who have a learning disability	✓		
Experience of working within a residential/supported living environment	✓		
Experience of working with vulnerable people in a paid or voluntary capacity	✓		
Relevant work experience	✓		
Voluntary work for a charity		✓	
<b>Skills</b>			
Ability to supervise team members and undertake regular appraisals	✓		
Ability to work alone (unsupervised) and as part of a team and use initiative	✓		
Practical skills – Organisational skills (e.g. activities etc.)	✓		
Good verbal and written communication	✓		
Patience and ability to listen to and empathise with people	✓		
Interpersonal skills – ability to engage with people	✓		
Ability to manage challenging behaviour	✓		
Ability to provide personal care support including personal hygiene	✓		
Good time management skills and ability to work under pressure	✓		
<b>Knowledge</b>			
An experiential knowledge of how to interact with the people we provide a service for and/or their families	✓		
An understanding of people who have learning disability	✓		
Knowledge of how to manage stress		✓	
Knowledge of how to facilitate promotion of independence	✓		
Knowledge of Health & Safety issues and Risk Assessments	✓		
<b>Attitude</b>			
A caring attitude based on respect for individuals and their rights	✓		
A respect for dignity of the people we provide a service for	✓		
Ability to appreciate equal opportunities and strategies to achieve this	✓		
Respect for the independence and dignity of the people we provide a service for	✓		
To be inclusive and allow people to have choice in making decision relation to their life experience	✓		
Act as an advocate for all those in your care	✓		
Understanding and sympathetic to the ethos, values and principles of practice relating to Catholic Care	✓		
Willingness to work flexibly, unsocial hours including nights, weekends and bank holidays, be 'on call' and provide outreach support if required and provide outreach support if required.	✓		
Dependable, punctual and patient	✓		
Sensitive and caring approach to people	✓		
Willingness to give and take direction and undertake training	✓		