



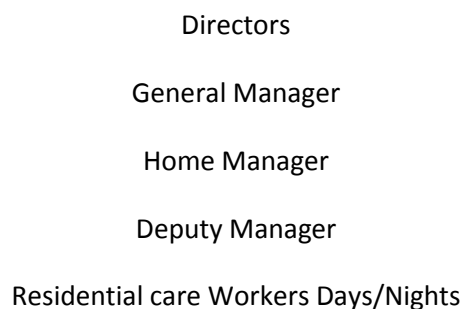
Job Description

Home Manager

1. Job Purpose

To be responsible for all aspects of the day to day running of the home on a 24 hour basis and to ensure all aspects of the Management of the Home meet with the National Care Standards Act 2000 and the requirements of CSCI, together with all other relative legislative requirements.

2. Organisation Chart



3. Knowledge Skills and experience required

Essential:

- Relevant Professional qualification (e:g NVQ minimum level 4 in care and management)
- Full Driving Licence

Preferred:

- Minimum of two years experience in residential/caring setting of which at least one year must be with people with learning disabilities
- Awareness of the principles of Person Centred Planning
- Knowledge of National Care Standards Act 2000
- Excellent written and oral communication skills.
- Experience of supervising staff

4. Key Responsibilities

- Be responsible for the total management of the Home
- Ensure that the residents are provided with the highest standard of care
- Ensure that residents are enabled to fully participate in decisions affecting their lives, embracing the philosophy of person centred planning. To ensure all options are explored in an attempt to have the residents decisions /choices are met – including outside activities
- Take a committed involvement in Quality Lifestyles training program
- Ensure staff training needs are met
- Create and maintain a high standard both aesthetically and safe within the home by monitoring standards of hygiene and cleanliness, ensuring the fabric of the Home is maintained and staff are aware of Health & Safety and Fire regulations.
- Create clear and effective lines of communication and working relationships, both within the home and with families, other professionals and agencies involved in the care of residents
- Attend meetings where appropriate
- Maintain a safe staffing level at all times by monitoring rotas, annual leave and sickness absence.
- Accept responsibility for the cost effective management of the budget allocated to the Home and for the appropriate management of Residents monies, including maintenance of financial procedures that comply with Quality Lifestyle's financial regulations
- Investigate any incidents, accidents or complaints that arise and report to the General Manager of all developments and remedial action taken.
- Assist in ensuring a consistent management approach across Quality Lifestyle's Homes by implementation and monitoring of all Companies policies and procedures.
- Keep abreast of new and developing services in the field of Learning Disabilities and Mental Health to ensure personal professional competency and that of subordinate staff is maintained.

Revised June 2008