### Job Description – Home Manager

**Reports to:**
Operations Manager

**Location:**
The Old Vicarage, Stallingborough, Grimsby

**Main Purpose of the role:**
To provide a needs led service to adults with a learning disability by adopting a person centered approach that fosters self awareness, personal growth and gives each person the strongest voice with regards to decision making and lifestyle choices.
To maintain high standards ensuring the compliance with National Care Standards.

**Leadership and People Management:**
- To lead by example, and develop effective teams within the Home.
- Develop a positive working environment which nurtures and rewards good practice through a programme of training and development.
- Provide regular supervision and annual appraisal to Team Leaders and Senior Support Workers in line with Company procedures and standards.
- To ensure good quality working relationships are built and maintained between staff and the individuals they are supporting.
- Ensure a range of meetings take place to include weekly residents and Team Leader meetings and fortnightly staff meetings.
- Work with the Recruitment and Training Manager to ensure the recruitment and retention of staff with a positive value base and person centred approach.
- Provide support and guidance to the staff team.
- Ensure staff attend all mandatory and refresher training.
- Where necessary ensure that all disciplinary and grievance procedures are carried out in line with Company policy and statutory requirements.
- To manage change effectively.
- Provide regular on call cover.
- Ensure staff adhere to the GCSS Codes of Practice and rules, policies and procedures contained in the Staff Handbook.

**Quality Management:**
- Ensure the Home is run in line with statutory and Home from Home Care policies and procedures.
- Ensure processes are in place and adhered to in line with the requirements of the Care Quality Commission (CQC).
- Develop a culture which enables staff members to maximise their development and create areas of expertise within the service.
- Undertake monthly Quality Assessment Audits to ensure a continuously improving service is provided.
- Take responsibility for areas of development or leadership as directed by the Operations Manager.
### Financial:
- Manage delegated budgets to ensure resources are used to best effect, in line with company policy and procedure.
- Report financial discrepancies to the Operations Manager.
- Ensure staff work and comply with financial systems in line with company policies, procedures and guidelines.

### Management:
- Ensure information is collated and recorded in line with Quality Assessment System and CQC requirements.
- Manage the appropriate maintenance of records and personal information in line with the Data Protection Act and to the standards required by Information Governance.
- To attend reviews as appropriate.
- To attend monthly manager meetings and contribute to the agenda.
- Ensure that all policies and procedures related to the running of the home are adhered to.

### Health And Safety
- Ensure the home meets H&S regulations and guidance
- Complete RIDDOR and Reg.37 reports as required
- Ensure staff team completes H&S training as required
- To evaluate the risks of, and to protect, Service Users from threats to their health, welfare and normal developments from inside and outside the Care Home.
- Complete risk assessments for staff, the home and individuals living there
- Ensure the premises are kept clean and hygienic throughout.
- At all times work within HFHC H&S policy and procedures

### Partnership Working:
- Maintain effective links with the Somerset office, Lincoln office, outsourced HR, and Health and Safety agencies.
- Maximise effective partnerships with mainstream and specialist services e.g. Health, Education, Employment, Leisure etc.
- Maintaining close contact with families/carers as appropriate, with the consent of the individuals being supported in the home.
- Utilising support services as required, such as Advocacy.
- Implementing/monitoring and contributing to joint initiatives as required e.g. Person Centred Plans, Health Action Plans.
- To create and develop links between the Home and the local community.
- Celebrate and share success with service users, colleagues and partners.

### Equality and Diversity:
- Ensure equality in the workplace regardless of race, age, disability, gender, sexual orientation or religious belief.
- To ensure that the service provided respects the individual as an adult and equal citizen.
- Support people to express their individuality and uniqueness in all areas of life.
General:
- To act as an ambassador for Home from Home Care representing the Company where necessary at events and meetings.
- To undertake ongoing continued professional development.
- To uphold the values and ethos of the Company.
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the Operations Manager.

Qualifications and experience required for this role:
See - Person Specification

This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and we would aim to reach agreement to the changes.
# PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Essential</th>
<th>Desirable</th>
<th>Testing Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Qualifications</td>
<td>- 2 Years Management experience in a relevant field</td>
<td>IT</td>
<td>Certificate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NVQ 4</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>RMA</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Social work</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nursing Qualification</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ILM or equivalent</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Application form</td>
<td></td>
</tr>
<tr>
<td>2. Experience</td>
<td>- 4 years recent and significant experience of working with adults with</td>
<td>- Experience of working in a residential setting</td>
<td>Application form</td>
</tr>
<tr>
<td></td>
<td>Learning disabilities.</td>
<td>- Experience of managing an effective team</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Experience at management level</td>
<td>- Track record of managing a budget</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Working in partnership with other professionals e.g. health, local</td>
<td>- Experience of specific conditions e.g. epilepsy, autism</td>
<td></td>
</tr>
<tr>
<td></td>
<td>authority, CQC</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Experience of delivering training and undertaking coaching.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Knowledge and skills</td>
<td>- Conditions relevant to people with LD</td>
<td>- Quality assessment</td>
<td>Application form</td>
</tr>
<tr>
<td></td>
<td>- Relevant legislation e.g. valuing people, mental capacity act,</td>
<td>- Accountability</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Ability to communicate to range of people using different communication</td>
<td>- Health issues in relation to people with Learning Disabilities</td>
<td>Interview questions</td>
</tr>
<tr>
<td></td>
<td>methods</td>
<td>- Education</td>
<td>Presentation</td>
</tr>
<tr>
<td></td>
<td>- Ability to write reports</td>
<td>- Employment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Ability to chair meetings</td>
<td>- IT literate word and email</td>
<td></td>
</tr>
<tr>
<td>4. Competence</td>
<td>- Excellent communication skills</td>
<td>- Ability to recognize and develop additional opportunities for the</td>
<td>Interview questions</td>
</tr>
<tr>
<td></td>
<td>- Leadership qualities</td>
<td>service and the people using it</td>
<td>Presentation</td>
</tr>
<tr>
<td></td>
<td>- Organisational skills</td>
<td>- Ability to contribute to a comprehensive training programme.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Ability to prioritise work</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Ability to deal effectively crises/emergencies</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 5. Personal Qualities
- Ability to work in a way which reflects the Home From Home Care ethos
- Ability to develop and promote positive working relationships with individual’s being supported, their carers and professional colleagues
- Work practice which encompasses Equal opportunities and anti oppressive practice
- Promotion of advocacy
- Ability to work under pressure while recognizing it in self and others
- Ability to recognize and develop individual skills and qualities in others

### 6. Other
- Able to work flexibly

<table>
<thead>
<tr>
<th>Interview questions Presentation</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>