



# STOCKDALES

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## HOME/SERVICE MANAGER

### Job Description

A senior management role assisting the Chief Executive to maintain and improve the scope, quality and quantity of care provided to all those who use Stockdales.

Main purpose of the job is to manage a home in a manner that fulfils our responsibility to meet the physical, emotional, intellectual and social needs of residents and respite care users.

Home Managers work a shift system of duty, which includes evenings and weekends. This post is subject to an Enhanced Disclosure by the Criminal Records Bureau.

### Principal Responsibilities

1. To work in close liaison with the Chief Executive and Assistant Chief Executive to maintain standards of care and support, reporting on a daily basis any significant events e.g. accidents, complaints, staff issues, resident's health etc.
2. To provide effective leadership and guidance to the staff team. To complete all relevant paperwork relating to staff monitoring, supervision and appraisal, to hold monthly staff meetings and address any developing issues.
3. To ensure the safety of residents at all times and be familiar with both Adult and Child Protection Policies and procedures.
4. To prepare duty rotas in line with Stockdales staffing standards providing appropriate and adequate cover to meet the needs of the residents.
5. To ensure adequate supplies of medication are maintained within the home in line with Stockdales policy and ensure all procedures are followed.
6. To ensure all health and safety checks are completed, adhere to all safety procedure and fire precautions and complete risk assessments.
7. To complete monthly managers monitoring forms reviewing all areas of operation.
8. To ensure high standards of housekeeping are maintained reporting any damage to equipment, buildings and vehicles to the main office as soon as possible.
9. To promote and participate in the personal care and support of residents in all aspects of daily living and offer guidance and training to staff undertaking health care procedures.
10. To ensure the development and implementation of Person Centred Plans for all residents,

paying due regard to the wishes and needs of each resident and ensuring that the staff team adhere to these. To complete regular care reviews and review all aspects of residents' care ensuring care plans are current and accurate.

11. To be involved with the referral and assessment procedure of potential new admissions as directed by the Chief Executive or Assistant Chief Executive.
12. To liaise closely with parents and carers developing strong links and maintaining excellent communication and relations.
13. To maintain professional links with relevant agencies and personnel.
14. To attend monthly Care Committee and Duty Manager Meetings and prepare and deliver reports as required.
15. To maintain all relevant paperwork relating to the running of the home and ensure compliance with all aspects of registration and care standards.
16. To identify any staff requirements and be involved in the selection and recruitment of new employees.
17. In the absence of the Chief Executive or Assistant Chief Executive to receive official visitors, discuss matters arising and be aware at all times of the need for confidentiality.
18. To assist the Chief Executive and Training Manager with staff training and establish development records for all staff.
19. Attending meetings, courses and conferences.
20. Participating in the 'on call' system and Duty Manager Rota.
21. Undertaking any other duties as directed by the Chief Executive or Assistant Chief Executive as necessary in the interests of the home.

Salary – £24768- £26768 depending on experience, base salary increases by £1000 on completion of CQC or Ofsted registration

Hours per week – 35 hours on a rota basis plus Duty Manager on call cover – approx 1 week in five paid at £140 per week covered.

Holidays – 33 days per year inclusive of bank holidays

Health care benefits provided by the company Healthsure scheme.

Ongoing professional development, guidance and support from experienced managers.

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main arrears of responsibility and is open to change and review at any time.

## **Personal Specification**

### **Qualifications and Training**

Candidate must have a relevant health or social care qualification e.g. a nursing qualification such as RGN, RSCN, RNLD, a social work qualification Dipsw or a minimum of NVQ level 4 in Care for either Children and Young people or Adults

Candidates should possess a relevant management qualification or be working towards NVQ level 4 Registered Managers Certificate.

Evidence of relevant training and a commitment to professional development.

Good IT Skills. Car driver preferred.

### **Experience**

Applicants should have recent significant management/supervisory experience in a relevant care setting

Experience of providing health care and completing health care procedures e.g. gastrostomy feeding, administering medication, knowledge of epilepsy etc.

Experience of multi-disciplinary working.

Experience of staff supervision and staff management.

### **Skills and Abilities**

To provide effective clear leadership to the staff team.

To work at a senior level within the boundaries of the organisation.

To work in partnership with other services and organisations.

To problem solve and assist with strategic decisions for the organisation as a whole.

To multitask and work well under pressure.

To provide reciprocal support to other senior managers.

Excellent written and verbal skills.

Commitment to equality of opportunity and anti discriminatory practice.

An understanding of disability issues and relevant legislation.

Commitment to promoting the independence and inclusion of people with learning disabilities.

Experience of person centred working and practice