



#### **Job Description – Home Manager**

**Reports to:** RI and Directors

**Main Purpose of the role:** To provide a need led service to adults with a learning disability by adopting a person-centred 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



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- 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) and OFSTED.
- 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. This will entail a meeting with the Board of trustees, external Governors, the RI and the independent Safeguarding Lead.
- 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 Managers Dr Aida Lockton.
- 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 OFSTED 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 – Liaise with the Building responsible manager.
- 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 Commissioning localities and local authorities, 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.



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- 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 RI.

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