

Role Profile for Peripatetic Manager

Job Title **Peripatetic Manager**

Reports to Operations Manager

General scope of post The Peripatetic Manager is responsible for the management of the assigned Home in accordance with the policies and guidelines laid down by The Orders of St John Care Trust.

The Peripatetic Manager will be expected to support any home within a region and be flexible in terms of travel. You will be managed by the Assistant Director of Operations but will report to the Operations Manager of the service you are supporting at any given time. The Peripatetic Manager will be expected to manage homes where there is a manager absence due to a vacancy, leave or sickness. You will also support and mentor both new managers and managers who are experiencing operational issues. You may also be asked to assist with specific projects such as homes with issues.

Key Accountabilities

- To lead, direct, supervise and support employees working within the Home in providing a network of services which can respond flexibly to the needs of the residents as individuals
- To ensure that budgetary control of the Home is maintained in accordance with The Order of St John Care Trust's financial guidelines
- To formulate a business plan for the purpose of planning and implementation of any new development as identified for the promotion of services for agreement by the Chief Executive Committee
- Overall responsibility for management of the Home in an efficient and effective manner within available resources and controlled budgets
- Appoint employees at all levels below that of Manager which will include advertising as necessary, taking up references, conducting interviews, completing health checks and applying for disclosure in line with the procedures outlined in the HR Manual. Holding exit interviews
- To provide induction training, information and supervision to employees as appropriate, ensuring they are conversant with their duties, rights and responsibilities
- To promote good communication by means of employee meetings, written and verbal reports and encourage openness at all levels
- To monitor employees duties and performance. Ensure probationary periods are managed appropriately. Deal with informal and formal disciplinary matters
- Ensure the emotional, spiritual, physical, medical and material needs of the residents are recognised, assessed and met where possible. This will involve ensuring there are regular planned reviews, assessments and formulation of care plans for all users of the services in liaison with other professional workers
- Involve residents where possible in decision making about activity, life style and matters in the Home which may affect them. Support relatives and carers
- Publicise the service offered by the Home and Trust, establish and maintain good relations with the community including development of 'Friends' groups. Recruit and monitor volunteers. Encourage and participate in social activities for the benefit of residents, including fund raising
- Deal with matters pertaining to the maintenance of the building and equipment. Implement and maintain all requirements specified in the Health and Social Care Act and as issued by the Care Quality Commission
- Oversee the implementation of systems of working which enable Health and Safety

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legislative requirements to be met for example, risk assessments, fire records, COSHH files etc

- Ensure mandatory training requirements are met in the Home (including directives from TOPSS in relation to employee induction programmes) and that clear, up to date individual training records are kept on all employees
- Be the lead member of the Rostering Team and work in line with the Trust's roles and responsibilities matrix for rostering
- Be accountable for all elements of the rostering process to ensure adequate shift coverage and employees are paid correctly first time

Number of
Direct Report

Although this role has no direct reports, there will be an obligation to provide support to homes where there is no manager and to also support and mentor both new managers and managers who are experiencing operational issues

Financial
Responsibility

This role holds no financial responsibility

Knowledge,
skills &
Abilities

Level 5 Diploma in Leadership for Health and Social Care or equivalent (or working towards)
Recruitment & Selection
Health & Safety at Work Act
Care Standards Act, NSF
Budgets and Business Plans
Legislation underpinning practice
Minimum 3 years working at Home Manager level in relevant environment

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Person Specification

ESSENTIAL	DESIRABLE
<u>Qualifications</u> Level 5 Diploma in Leadership for Health and Social Care or equivalent (or working towards)	HACCP's certificate Risk Assessment Health & Safety Certificate Level 5 diploma in Health and Social Care or equivalent Registered Nurse
<u>Experience</u> Minimum 3 years working at Home Manager level in relevant environment	Experience of supporting other services
<u>General Aptitude</u> Ability to work autonomously Ability to work under pressure Ability to promote residents' rights Equal Opportunities and Non-discriminatory practice	
<u>Motivation</u> Commitment to promoting and developing the highest quality care standards for older people	
<u>Knowledge</u> Recruitment & Selection Health & Safety at Work Act Care Standards Act, NSF Budgets and Business Plans. Legislation underpinning practice	Knowledge of local and national codes of practice relating to care of older people
<u>Specific Skills</u> Ability to work with other health/care professionals Developing employees Supervision & Appraisal Managing Budgets Good communication skills Able to prioritise	
<u>Interpersonal Skills</u> Ability to lead and motivate employees	
<u>Team Skills</u> Building a team which supports and values individuals and recognises individual strengths and skills	

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<u>Ability to Meet Job Requirements</u> Will have access to a vehicle/transport for business travel. Able to travel extensively Occasional over night stay	
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