

Role Profile for Home Manager

Job Title	Home Manager
Reports to	Assistant Operations Manager
General scope of post	To have overall responsibility for their individual care home and all the employees and residents within it, providing high quality care in a safe, positive environment ensuring the service maintains financial viability.
Key Accountabilities	<ul style="list-style-type: none"> • Ensure a high level of care is delivered throughout the home in accordance with the resident's wishes, the care plan and Trust policy • Manage the financial viability of the home • Lead and develop a care team to ensure effective delivery of personal care and wellbeing of the residents • Ensure the health and safety of employees, visitors and residents in compliance with Health and Safety regulations and Trust policy • Establish strong community relationships to ensure the Home meets locally identified means and commands a competitive and positive reputation • To promote the Home through a sustained and systematic programme of marketing activities • Adhere to legislative requirements and Trust policy at all times • Sets an example by aligning behaviours and actions with the Trust's values and creates a culture that promotes a high quality service and the maintenance of standards and requirements • Must be able to lead and support change • 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	Up to 7 direct reports
Financial Responsibility	Responsible for the Homes Budgets and Expenditure
Knowledge, skills & Abilities	<p>Must be able to demonstrate literacy and numeracy skills in the English language Diploma in Health and Social Care Level 5 or equivalent. NVQ Business Management of equivalent.</p> <p>A strong track record at a management level in the care sector. Leading and managing a team, dealing with performance issues, building morale and creating an inclusive culture. Evidence of achieving improvements in the care sector.</p>

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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
<u>Experience</u> Working at supervisory level in relevant environment	
<u>General Aptitude</u> Ability to work under pressure Encourages others to engage in a solutions focused approach that will improve the lives of residents and the performance of the Trust 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. Has a person centred approach; a focus and concern for the wellbeing, care and safety of our residents Build positive working relationships with a wide range of stakeholders (within and outside of the Trust) to achieve outstanding care. Creates a culture where professional and personal development is recognised and rewarded Performance Management Ensures that colleagues fully understand what is expected of them; gives timely and constructive feedback; empowers and holds others accountable for their performance. Manages resources effectively (people and finances) to ensure that goals are achieved and the focus is on improving our service and cost	

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<u>Knowledge</u> Recruitment & Selection legislation 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>Interpersonal Skills</u> Role models the Trust's values; embedding and maintaining professional behaviours and standards. Clear, concise and impactful communication style with an ability to present ideas, opinions and actions positively	
<u>Team Skills</u> Creates and develops effective and collaborative teams. Build a positive and safe atmosphere which values individual strengths and differences	
<u>Ability to Meet Job Requirements</u> Will have access to a vehicle/transport for business travel	