

Registered Manager Job Description

RESPONSIBLE TO: Directors / Owners

1. Responsibility

You will be responsible for all aspects of the day-to-day operations, including recruiting and managing staff teams, managing budgets and ensuring that the quality of the services provided meets national care standards.

2. Job Summary

- To provide and lead a service to older adults 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 compliance with the Care Quality Commission.
- To ensure the home provides and maintains the highest levels of care and service in accordance with the company's mission, vision, policies and procedures. And within the statement of purpose.
- To ensure that all service users' needs are fully met within the equal opportunities policy.
- To work with other professional colleagues to ensure service users best interests are identified and plans are established to meet them.
- To undertake staff supervisions and appraisals.
- To carry out pre-assessments for potential service users who wish to live in the home.
- To liaise with CQC wherever necessary and comply where appropriate with such requirements.

3. Leadership and People Management

- To lead by example
- Develop a positive working environment which nurtures and rewards good practice through training and development.
- To ensure good quality working relationships are built and maintained between staff and the people they are supporting.
- Ensure regular staff and service users meeting are held.
- Ensure safe and effective recruitment of new staff is done with a positive value base and person-centred approach.
- Provide support and guidance to the staff team.
- Ensure all staff attend mandatory and refresher training, encouraging them to be responsible for their own personal development.

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- 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 all staff adhere to the staff handbook.

4. Quality Management

- Ensure processes are in place and adhered to in line with the requirements of the Care Quality Commission.
- Develop a culture which enables staff members to maximise their development and create areas of expertise within the service.
- Undertake monthly quality assessments audits to ensure a continuously improving service is provided.
- Manage the appropriate maintenance of records and personal information in line with the Data Protection Act.
- To attend reviews as appropriate
- Attend any monthly manager's meetings.
- Ensure all policies and procedures related to the running of the home are adhered to.

5. Financial

- Manage the delegated budgets to ensure resources are used to the best effect, in line with the Directors policy.
- Ensure staff work and comply with financial systems in line with company policies and procedures, this includes any monies related to the service user (pocket money)

6. Health and Safety

- Ensure the home meets the health and safety Act regulations and guidance.
- Complete RIDDOR, HSE and CQC notifications when 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 and the individuals who live there.
- Adhere to infection control.

7. Partnership Working

- Maintain effective partnership links with Devon County Council, and the local NHS teams, hospice and community.