

The Meadowside Charity Newton Abbot and District

Job Description

Job Title:	Registered Care Home Manager
Salary:	£40,000 per annum (£19.24 per hour)
Hours:	40 hours per week
Base:	Meadowside Residential Home, Newton Abbot, Devon
Responsible to:	Chairperson of the Meadowside Charity Newton Abbot & District
Accountable to:	The Board of Trustees of the Charity
Holiday entitlement:	30 days plus public holidays

Job Summary

We are a small, local charity providing permanent residential care for adults with learning disabilities in an 11-bedroom care home.

There is also a separate day-care centre in the grounds, currently open 5 days per week for any adults who require some kind of care.

We are looking for a Registered Care Home Manager who will –

- Manage all aspects of the home's operation to ensure high standards of care, based on the individual needs of the residents and others visiting the home.
- Ensure legislation, policies and procedures are adhered to and a high standard of service is delivered, in line with the Care Quality Commission's requirements.
- Aim to maintain at least the 'Good' rating awarded to the home by the CQC.
- Run the home and day care service as a business, to ensure sustainability in the future.

Key Duties and Responsibilities

- Manage all aspects of the home and day care on a day-to-day basis
- Provide good quality of life for the residents and that their individual needs are met as far as possible
- Maintain a happy, friendly and fun-loving atmosphere in the home and support the residents to express their individuality and do things they enjoy
- Ensure the home is run in line with statutory policies and procedures
- Ensure processes are in place and adhered to in line with the requirements of the CQC, H&S and other organisations
- Provide strong leadership and guidance to a positive and effective staff team
- Manage and supervise the work of all of those employed in the residential home and day care service, with a clear allocation of duties
- Ensure staff rotas, meetings and training are effective and up to date
- Provide regular on-call cover, as part of a rota
- Manage appropriate records and information in line with GDPR and other legislation

- Ensure financial records are kept up to date, including responsibility for residents' money, petty cash and payments
- Maintain effective partnerships with specialist services and close contact with family members
- Celebrate events and share success through social media and other avenues
- Work closely with the Trustees of the Charity
- Undertake other duties and responsibilities to ensure the home and day care are run and maintained efficiently, 24 hours per day
- Maintain a presence on the floor.

Other Duties:

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. The postholder will need to manage and prioritise their own workload to ensure required deadlines are met and reports and other information are produced on time.

Some work will be required out of normal office hours, including attending evening Board meetings of the Charity and the postholder may be required to attend events or other meetings during evenings and weekends.

The post holder will be expected to work with colleagues and the community, regardless of their race, gender, nationality, religion or belief, sexual orientation, age, disability or any other personal characteristics.

Essential Qualifications and Skills (evidenced through application form and interview)

Qualified to at least Level 3 in adult care with a willingness to work towards adult care Level 5 within agreed timescales.

Have residential care Manager/Deputy Manager experience for at least 2 years or have been a Senior Carer in a residential home for at least 5 years (at least Level 3)

At least 3 years' experience of working with adults with learning disabilities

Able to work effectively within a team

Reliable and dependable

Passionate about supporting people with learning disabilities

Respectful towards others and have an empathetic, understanding and caring attitude

Ability to communicate with a wide range of people with different abilities

Leadership skills

Prioritise and effectively manage own workload

Proficient in the use of IT, using a range of systems and software.