greensleeves care

Job Description:	**HOME MANAGER**
Responsible To:	Divisional Director
Key Relationships:	Home Leadership Team, Care Staff Team, Regulatory and Statutory Bodies, Business Development Team, Quality Auditors, Divisional Leadership Team, Nominated Individual

Job Purpose - To take responsibility as Registered Manager for all aspects in the day-to-day running of the Care Home in accordance with the policies and guidelines laid down by Greensleeves Homes Trust. This will include the management of all staff, efficient and effective day to day running of the Home and the further development of the service in line with community needs and the requirements of the Trust. The main aim will be to ensure resident well being by promoting the philosophy of privacy, dignity, independence, choice, rights and fulfillment within a policy of managed risk taking.

Principal Responsibilities	**Key Measurements**
• To develop and maintain a warm, caring environment geared to meeting individual needs and providing the opportunity for maximum independence, having regard to the rights of individuals to privacy, freedom of choice and opportunity for personal expression.	Feedback from Residents and Relatives
• To lead, direct, supervise and support staff working within the Home in providing a network of services, which can respond flexibly to the needs of the Residents as individuals.	The Home is fully compliant with CQC and maintains all other statutory and legal obligations are met.
• Ensure the emotional, spiritual, physical, medical and material needs of the Resident are recognised, assessed and met. 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 if appropriate.	
• To promote relationships which enable each resident to participate in social activities within the Home and in the life of the local community to the maximum of their ability as well as opportunities for residents to provide ideas and feedback	Feedback from Residents and Relatives

on the service provided. • To oversee all staffing requirements and be responsible for the recruitment of suitable employees for the team working in the home. • To ensure that a structured and documented induction programme is carried out for all new staff and, subsequently, to set objectives, undertake planned supervision of staff to ensure training needs are identified and met so that standards of service are understood and delivered. • Oversee and carry out regular supervisions, assessments, lead team meetings, ensuring the Care Home is a friendly and supportive caring environment. • Overall responsibility for organisation of staff including; arranging staff rotas, ensuring adequate numbers of staff are employed and all shifts are covered, managing staff holidays and sickness levels. • Overall responsibility for management of the Home in an efficient and cost effective manner within available resources and controlled budgets, ensuring that budgetary control of the Home is maintained in accordance with Greensleeves Homes Trust's financial guidelines. • Prepare an annual business plan setting out financial and other plans for the home. • Develop opportunities for improving the standard of care by encouraging interest and support to the Home by the involvement of relatives, friends and the local community etc • To maintain all legal and statutory records, displayed records concerning the home; insurance certificates, registration documents. Take responsibility for investigating any complaints, compile reports and take any appropriate action if required. Liaise and co-operate with CQC inspectors and inspections	Monthly Supervision Audits Staff supervision and all mandatory training records are maintained and up to date. The home is fully staffed with minimal or minimal agency use. Income and expenditure is maintained within the Greensleeves Homes Trust agreed budget The Home is fully compliant with CQC and maintains all other statutory and legal obligations are met.

and maintaining regulatory compliance in all areas. • To maintain and review records relating to residents, ensuring that they (or their representatives) are aware of their rights, have a copy of the care contract and are aware of the complaints policy and procedure. • To oversee and where required deal with all prospective/potential residents for the home including; providing relevant information and guided tours, assessing potential/new residents and negotiating appropriate fees. Also to welcome new residents, complete appropriate paperwork. To arrange trial visits and assess whether or not the home is able to meet the needs of any prospective resident. • To develop good relationships with outside agencies, suppliers and professionals, along with regular liaison with residents, relatives, and prospective employees As well as influencing and motivating skills, being able to work as part of one of the team is vital, helping out wherever necessary around the Home. To promote good employee relations in the Home, ensuring that the Trust's personnel policies and procedures are implemented promptly and effectively. • To ensure that at all times the physical environment, furniture or fittings within the Home is maintained in accordance with all current legislation and regulatory requirements and the need to maintain a pleasant, homely environment for residents. • To ensure that any malfunction of the heating, lighting or emergency systems are dealt with promptly and ensure the security of the premises. • To negotiate an appropriate fee with the purchasing authority or the resident or the resident's family if not in receipt of local authority assistance. • To inform residents or their representatives of the charges payable and to ensure that these are collected on a regular basis.	Feedback from Professionals visiting the Home The Home is warm and welcoming to visitors Results of Home inspections and audit (internal and external) Occupancy is maintained Results of Home inspections and audit (internal and external)

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Records

- To ensure that all records required to be kept in the home by the Health and Social Care Act 2008 and any subsequent relevant legislation are maintained accurately, and are up to date. To have these available for inspection by the Inspection Officer or anyone appointed by Greensleeves Homes Trust to see them.

General Responsibilities

- Understand and support the vision, mission and aims of the Trust
- Adhere to policies and procedures within the Home and Greensleeves Care.
- Comply with Trust financial policies and practices as applicable.
- To participate in meetings, training and workshops as required by Greensleeves Care.
- To be an enthusiastic agent of change and demonstrate a flexible, open attitude to new ideas.
- Maintain awareness of your own and others' Health and Safety and comply with the Trust's Health
- Take responsibility for your own CPD to ensure you are up-to-date at all times with changes in good practice in your areas of responsibility.
- Foster strong working relationships with your counterparts in related organisations and sector.
- In addition to the duties and responsibilities listed; the job holder is required to perform other duties assigned by the line manager from time to time.

• Take appropriate responsibility for records held, created, or used as part of your work for the Trust (paper-based and electronic) as per information governance requirements.	

Post Holder's Signature _____ Date Signed_____

Line Manager's Signature _____ Date Signed _____