

Job Profile

Position Details	
Post	Registered Manager
Service Area	Haslemere / Children's Services
Reports to	Head of Service Haslemere
Grade	PO8
Job Family	Children's Services

Role Purpose

To be responsible for shaping and delivering the residential home's Statement of Purpose and managing the team to achieve the same.

To provide high quality care services that supports the needs of the residents, to be an advocate for their well-being and to provide strong, motivational leadership to staff

Main Responsibilities

To manage a Residential Home and ensure the efficient operation of the service in accordance with the relevant legislation, procedures, policies, and the Statement of Purpose for home.

To produce a development plan for the service that ensures the delivery of high quality, clinically informed practice.

To support staff to achieve the highest standards of care for the residents.

To co-ordinate and monitor casework and administrative functions of the home and evaluate standards of performance.

To assist and supervise in the continual assessment of the needs of the children and young people to identify and prepare specific development plans to ensure the most appropriate service provision.

To be involved in the recruitment of staff including vetting, interviewing, and inducting new employees.

To contribute to a comprehensive staff training and development programme to enable the service to have available all necessary skills and levels of expertise to meet the needs of the young people.

To contribute to the development of appropriate relationships with and between staff, young people, other stakeholders.

Liaise with the various internal and external multi-disciplinary teams and commissioning authorities to ensure that the care needs of new and existing residents are met.

To chair meetings, reviews, and discussions, as necessary.

To ensure at all times that professional ethics and behaviour are demonstrated by all staff at all times.

Actively co-ordinate the service provision and be a focal point for support, advice, and coaching to all staff within the Home.

To assist in the management, appraisal, supervision, and support of all residential staff.

To organise duty rotas in order to ensure that the needs of the young people are met at all times.

To ensure that the Council's financial and administrative procedures are adhered to and to work within a set budget.

Ensure all clinical practices and medication processes within the home are conducted in line with legislation.

To work with the management team to ensure all staff work together towards meeting the emotional physical needs of the young people and planning for positive outcomes.

Responsibility for safeguarding and promoting individual rights, providing good quality care which is from oppression and where differences are respected and valued.

To be accountable and take responsibility for liaising with regulatory organisations in relation to the way the home is managed.

Ensure that all necessary documentation required by regulators is completed to a high standard and be available for inspections, checks or interviews as requested.

To promote appropriate and therapeutic relationships between staff and young people and their families, promoting the children and young people's involvement and participation in the day-to-day life of the Home.

To be part of an On-Call system.

Maintain a clean and safe environment; ensure that the physical state of the building is maintained high standard and that all repair/maintenance problems are recorded appropriately and dealt with promptly.

To participate in a range of corporate and management activities as defined by the Head of Service.

Any other such duties as may be required from time to time by the Head of Service and other senior operational managers or their authorised representatives.

Ensure that safe working practices are employed by all staff at all times in accordance with the Health and Safety at Work legislation. Will co-operate with designated personnel exercising their responsibilities in relation to the Health and Safety at Work Act.

This job description is not intended to be a complete list of duties and responsibilities but indicates

some of the main areas attached to the post of Registered Homes Manager.

This job description may be amended from time to time, to take account of changing trends in social care relevant legislation, together with Employment Law.

If there is any part of the above job description which the post holder is unsure of, they must discuss with their Line Manager at the earliest opportunity.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
Level 5 Diploma in Leadership for Health and Social Care and Children and Young People	E
Services; or equivalent; or a preparedness to work towards the same	E
Demonstrate commitment to continuing professional development.	E
Significant experience at senior level in a Children's Home.	D
Registered Managers' Award or Relevant Degree.	D
Nursing Qualification	D
Minimum of three years' experience at a senior level within a social care/health field.	D
Knowledge of service requirements and previous experience of working in a care or health setting.	D
Experience of managing budgets	E
Ability to demonstrate reasoning, numeracy, literacy, and technology skills to required standard.	E
Ability to work as a team, working closely with colleagues and other agencies.	E
Ability to solve problems.	E
Able to work within the principles of the Children's Act.	E
Ability to work within a culturally diverse workforce.	E
Demonstrate a sound working knowledge of Child Protection Issues and Procedures.	E
Sound knowledge of Children's Homes procedures and relevant issues.	E

Knowledge of relevant reports of enquiries: Howe, Utting.	E
Ability to exercise authority.	E
Ability to lead and motivate a large staff group.	E
Proven leadership and management abilities.	E
Excellent communication skills – both verbally and written.	E
Ability to produce reports.	E
Working knowledge of the National Care Standards 2000, Children's Homes Regulations 2001.	E
Good knowledge of manpower, planning/development/skills mix.	D
Ability to develop and encourage professional growth in others.	D
An understanding of budgetary management.	D
An ability to give formal and informal presentations.	D
Direct involvement in National Care Standards Inspections	D