

Job Description

Job Title: Residential Care Manager

Hours: 37.5 hours per week

Reporting to: Deputy Manager/ General Manager

Base: Care Home based

Job Purpose

Reporting to the Deputy Manager/General Manager, the Residential Care Manager is responsible for ensuring a high level of care is provided to our residents and meets the company policies and procedures.

The Residential Care Manager will lead the care team providing strong knowledge and leadership to ensure the highest standards are achieved in all areas of the home.

Work in alignment with Principle Care Homes policies and procedures, vision and values; ensuring that everyone is treated with respect and dignity.

To be part of an inspirational and pioneering team establishing our care home business and delivering our vision to “create a world where everyone feels special”.

Responsible for:	Person Specification
Leadership and Management <ul style="list-style-type: none"> Responsibility for care in the allocated community or communities Act in the role as Duty Manager when required Assist with the recruitment and training of the community team; ensuring training targets are met and the team are competent in their roles. Manage rota's and ensure that the correct skill mix and number of team members are on the community. Lead, support and inspire the community team to deliver positive outcomes for the home. Support with the process of supervision, appraisal and performance management. 	SKILLS AND KNOWLEDGE Essential <ul style="list-style-type: none"> Minimum of NVQ Level 3 Excellent communication skills Strong leadership skills Influencing, listening and negotiating skills Respectful and able to maintain confidentiality Transparent, open and honest Approachable with the ability to effectively build rapport with a diverse range of people Ability to problem solve

<p>Support the team to achieve their full potential.</p> <ul style="list-style-type: none"> • Lead the community team to ensure they are aligned with the Principle Care Homes, vision and values. • Effectively communicate with colleagues, residents, relatives, and external stakeholders. • Participate in and support compliance with internal and external audits/inspections and their resulting actions. • Lead the team to deliver care in line with Principle Care Homes company policies and procedures. • Liaise with MDT, Social Workers and other stakeholders in relation to the residents receiving care in the community • Be proficient in leading Mental Capacity assessments as required. <p>Clinical Care</p> <ul style="list-style-type: none"> • Lead care delivery in the home, to ensure continuous assessment, planning, implementation and evaluation of resident's care. • Support the delivery of an outstanding level of relationship centred care. • Ensure care plans are regularly audited and that they are appropriate to the residents needs and reflect the care being delivered. • Support with preadmission assessments and resident reviews • Ensure safe management of medication in line with company policies and procedures • Support new team members through the induction process. <p>HEALTH AND SAFETY</p> <ol style="list-style-type: none"> 1. The post-holder will maintain their personal responsibilities under Health and Safety at Work Regulations, and compliance with the company Health and Safety Policy, ensuring safe working practices and the recommended storage of equipment, including but not exclusive to: 	<ul style="list-style-type: none"> • Commitment to delivering a high-quality service • Ability to effectively adapt to change • Ability to promote a professional image for the company at all times • Ability to travel to other homes where needed for training / support • Able to adapt to the Principle Care Homes culture <p>Desirable</p> <ul style="list-style-type: none"> • Experience in caring for people living with dementia. • Computer Literate, capable to operate a multitude of systems and pro-active monitor community mailbox communication • Experience in electronic care planning, medication management and compliance systems.
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<ul style="list-style-type: none"> • Control of Substances Hazardous to Health, Electricity at Work Lift & Lifting Equipment • Manual/Object Handling • Gas Installation & Use • Provision and Use of Work Equipment • Fire Precautions • Personal Protective Equipment • Legionella/Water Treatment • Waste Management • Reporting of Injuries, Diseases & Dangerous Occurrences Regulations. • Ensure concerns related to Health & Safety are reported promptly. • Ensure resident-specific risk assessments are completed and regularly reviewed. • Highlight and report any unsafe working practices. • Report any repairs/maintenance to the Maintenance Operative, General Manager, Deputy Manager or Nursing Care Manager. • Report any near misses – incidents relating to team members which, under different circumstances, could have resulted in harm. <p>2. Appraise and assess measures used to prevent infection control hazards, considering the individual nursing, social, physical, and psychological needs of the resident.</p> <p>3. Follow and report all concerns and incidents in line with the company incident reporting and whistleblowing procedure, including safeguarding adult's procedures.</p>	
<p>This job description is not prescriptive; it merely outlines the primary aims and tasks and responsibilities which may evolve and change over time. Any changes will be made in consultation with the job holder and in agreement with the Senior Management Team.</p>	