

Job Description – Home Manager (Registered Care Manager)

Job Title:

Home Manager (Registered Care Manager)

Place of Work:

As directed by the Directors

Responsible to:

Directors of the Company

Purpose of the Role:

To maintain the smooth running of the home by promoting a harmonious culture by co-ordinating, supervising, directing and facilitating the team in delivering high standards of care. Protection and support to the children and young people by facilitating their physical, psychological, emotional and social development.

Hours:

40 hours a week, Monday to Friday inclusive of On-Call Duties.
Holiday entitlement 34 days including bank holidays.

Duties and Responsibilities:

To ensure that the children and young person's primary and developmental needs are priority by working to develop a strong caring ethos based on Acorn Homes statement of purpose. Creating a safe environment in which the children and young people feel emotionally & physically secure, and thus facilitates the guidance & the development of their self-esteem and full potential.

The work of a Home Manager will, at times, be challenging and will include, but is not limited to duties such as:

- Set in place procedures and processes within current government regulations and company policies/procedures, which ensure that all unit staff have a good knowledge and understanding of legal and registration requirements and are working to ensure that all National Care Standards are met to an exceptional level.
- Manage the physical resources of the home in line with legal, Inspection & registration guidelines / requirements and company policies.
- Manage and be responsible for the financial resources of the home, incorporating business management, budgeting and target setting. Directing and delegating as appropriate.
- Monitor & review effective procedures to manage all Health & Safety requirements of Acorn Homes, in line with legal requirements.
- Establish, monitor and evaluate clear child protection procedures within Acorn Homes, in line with the Protection of Children Act and Company policies.
- Instruct & guide staff, through clearly laid out procedures to exercise responsible control over the children in order to ensure their health & safety and to facilitate the children's sense of responsibility and morals.
- Liaise with social workers, schools, therapists and other professionals as required, in order to represent the child's needs or wishes if they are unable to do so themselves or to advise and facilitate them in raising wishes or complaints with the appropriate people, either personally or through delegated members of your staff team.
- Attend court and give evidence when appropriate, and if needed support and direct staff in preparing a child for interviews or court appearances.
- Chair/facilitate meetings as needed & required, directing the compilation of any necessary reports for court, reviews or planning meetings etc, in liaison with your staff team and to organise/ direct / facilitate the carrying out of those plans within the care environment.
- Contribute to and advise directors in Policy development, promoting a positive approach to change and development through the compilation, monitoring and evaluation of the Company's annual business / development plan.

- Monitor and evaluate high standards in recruitment, selection and retention procedures, in liaison with The Operations Director and in line with government legislation.
- Monitor and review positive Equal opportunity and diversity practices.
- Monitor and evaluate high standards in meeting Human Resources requirements, in liaison with The Operations Director.
- Establish, monitor & review procedures which include service users in provision planning and service development.
- Monitor and evaluate effective supervision and appraisal systems which identify and acknowledges both poor performance & good practice, while at the same time also identifies and sets in place procedures to meet the developmental needs of all staff.
- Monitor disciplinary and complaints procedures, in line with legal and Company policies.
- Monitor and review procedures for the compilation of all staff rosters incorporating sickness and leave.
- Facilitate good practice in team management and team building, incorporating appropriate meeting and training sessions in the weekly roster.
- Monitor and evaluate the ongoing development of all staff through clear procedures, which enable training and development needs to be identified and met through a clear Company Training and Development Plan, and individual staff development plans/goals which are reviewed and up dated on a regular basis in line with changing needs. In liaison with The Operations Director. Thus ensuring positive outcomes in order to advance the quality of service delivery.
- Monitor and review effective record keeping and information gathering procedures, in line with Legal and company requirements and policies.
- Monitor & review clear emergency procedures, to combat any possible crisis, in line with legal and Company policies/regulations.
- Monitor & review clear procedures to care for children when they are ill, including the administration of medicines treatment etc. under the guidance of the child's doctor, and within the company's policy and legal requirements.
- Facilitate through the staff team the children and young person's leisure activities, both as a group individually, in order to expand their knowledge and life experiences. This will include organising and going away on holidays / trips with the children and young People.
- Manage own time effectively, ensuring appropriate delegation of tasks to deputies and other support staff.
- To undertake any other reasonable tasks / duties requested by the Directors.

Qualifications & Knowledge:

The Home Manager should have knowledge of:

- Knowledge of Management theories
- Management Qualifications
- Management training & experience
- Training in supportive skills (i.e. counselling)
- Basic knowledge of IT
- Knowledge of Equal opportunities & diversity models
- Upto date knowledge of Childcare & Child Protection Laws
- Child related/Social care qualifications

Experience:

The Home Manager should have experience of:

- Experience in operational & strategic management skills of children, staff & service Resources
- Experience of working with abused children in a residential setting
- Experience of facilitating, organising and directing & developing teams
- Experience of using childcare Standards & best practise model to guide decision making

- Awareness of group dynamics in residential setting, experience of translating policy into practice

Personal Qualities:

The Home Manager should have qualities such as:

- Vision, creativity and innovation
- Tolerance & resilience
- Professional assertiveness
- Good organisational & time management skills
- Reflective skills
- An accessible, approachable & participative management style
- Awareness of own values and beliefs & confidence in own skills with Equal Opportunities
- A commitment to work in an anti-discriminatory non-judgemental
- Enthusiasm and commitment to the children's protection & development
- A good sense of humour, initiative, integrity & honesty

Abilities:

The Home Manager should have abilities such as:

- The ability to organise, plan and take responsibility
- The ability to communicate clearly and effectively, both with colleagues and children, verbally and in writing
- The ability to set appropriate examples for children at all times
- The ability to motivate, aid and guide children in their self-development
- The ability to listen and respond both responsibly and appropriately with sensitivity
- The ability to manage children who display disruptive or challenging behaviour and to guide/direct staff in managing that behaviour
- reporting and Placement Planning
- Ability to manage and take direct responsibility for staff performance, training
- Ability to understand and implement National Minimum Standards and support care,
- Ability to complete and follow all required documentation relating to
- Ability to undertake supervisions of staff



Requirements	Essential	Desirable
Qualifications/Knowledge		
Knowledge of Management theories	✓	
Management Qualifications		✓
Management training & experience		✓
Child related/Social care qualifications	✓	
Knowledge of Equal opportunities & diversity models	✓	
Up to date knowledge of Childcare & Child Protection Laws	✓	
Basic knowledge of IT	✓	
Experience		
Experience in operational & strategic management skills of children, staff & service Resources	✓	
Experience of working with abused children in a residential setting		✓
Experience of facilitating, organising and directing & developing teams	✓	
Experience of using childcare Standards & best practise model to guide decision making	✓	
Experience of translating policy into practice	✓	
Awareness of group dynamics in residential settings	✓	
Personal Qualities		
A good sense of humour, initiative, integrity & honesty	✓	
Enthusiasm and commitment to the children's protection & development	✓	
A commitment to work in an anti-discriminatory non-judgemental manner, in line with Equal Opportunities Policies	✓	
Awareness of own values and beliefs & confidence in own skills	✓	
An accessible, approachable & participative management style	✓	
Good organisational & time management skills	✓	
Professional assertiveness	✓	
Tolerance & resilience	✓	
Vision, creativity and innovation	✓	
Abilities		
The ability to organise, plan and take responsibility	✓	
The ability to communicate clearly and effectively both with colleagues and young people, verbally and in writing	✓	
The ability to set appropriate examples for young people at all times	✓	
The ability to motivate, aid and guide young people in their self-development	✓	
The ability to listen and respond both responsibly and appropriately with sensitivity	✓	
The ability to manage children who display disruptive or challenging behaviour	✓	
Ability to understand and implement the national minimum standards	✓	
The ability to record in writing, legibly and accurately	✓	
The ability to establish, sustain and disengage from constructive relationships with children, in a professional manner	✓	
The ability to contribute honestly to staff meetings and supervisions, giving and accepting constructive criticism when necessary	✓	

Signed by David Knowles (Managing Director)

Employee Signature:

Print Name:

Date