

## **JOB DESCRIPTION**

**JOB TITLE: HOME MANAGER**

**REPORTING TO: AREA MANAGER/REGISTERED OWNER**

### **JOB PURPOSE:**

1. To take joint responsibility with the registered owner as the person in charge of the day to day running of the home.
2. To provide person centred care in a safe, warm, friendly environment for older people.
3. To promote a caring environment for service users through high standards of professional practice which are conducive to the physical, emotional, social, intellectual and spiritual needs of the service users.
4. To ensure that each service user receives the care appropriate to their individual needs.
5. To implement the requirements of the Commission for Social Care Inspection in accordance with the Care Standards Act 2000 and the Mental Capacity Act 2005.
6. To be responsible for all aspects of Human Resources to include recruitment, supervision, training and to report any potential disciplinary matters to senior management. To assist fully with any investigation or disciplinary hearings with staff as instructed.

### **PRINCIPLE RESPONSIBILITIES:**

1. Day to day running of the home.
  - ✚ At all times to maintain the professional integrity of the home and represent its interests in any dealings with other bodies, groups or individuals.
  - ✚ To manage the day to day running of the home and act as the person in charge.
  - ✚ To provide all relevant information and leaflets to prospective new service users and to make appointments and show them and their relatives around the home.
  - ✚ To arrange and assess trial visits.
  - ✚ To carry out pre-admission assessments and decide whether or not the home is able to meet the needs of the prospective service user. To negotiate an appropriate fee level with the purchasing authority, service user or the service users family if not in receipt of local authority assistance.



- ✚ To ensure that each new service user receives a written copy of the “Terms and Conditions” of their residence and ensure that each service user and, where appropriate, their representative or family understands them.
- ✚ To ensure a person centred care plan is drawn up before admission of the new service user, then ensure the care plan is reviewed correctly each month or upon any changes making sure the service user and any significant other is involved.
- ✚ To ensure that adequate arrangements for the introduction and reception of new service users are made.
- ✚ To ensure the highest standards of care are applied by staff.
- ✚ To ensure staff are instrumental in the promotion of mental and physical activities of service users by talking to them, taking them out, sharing with them in activities such as reading, writing, hobbies and recreations as well as supporting them in their health care needs.
- ✚ To investigate complaints, take appropriate action and report to the person in control and/or CSCI.
- ✚ To liaise and co-operate with CSCI inspectors and inspections.

## 2. Service user care.

- ✚ To ensure that the emotional, physical, spiritual, medical and material needs of the service users are recognised, assessed and met.
- ✚ To support service users in the taking of decisions in matters which affect their life style.
- ✚ To make or contribute to the assessment of need of each service user in conjunction with the service user, relevant professional agencies and service users family. To develop a care plan which provides a satisfactory quality of life for that person. To ensure the plan of care is evaluated monthly and upon any change.
- ✚ To promote relationships which enable each service user to participate in social activities within the home and in the life of the local community to the maximum of their ability.
- ✚ To ensure the provision of health care arrangements this may include the ordering, recording and where appropriate the administration of prescribed medication. To ensure the safe custody and safe administration of all medication in accordance with the Care Standards Act (2000) and relevant legislation.
- ✚ To ensure prompt access to a GP, chiropodist, dentist and other health care professionals where required.
- ✚ To be responsible with the person-in-control for the efficient running of the domestic character of the home which will include the following:



- Planning menus with service users, staff and the facilities director.
  - Ensuring the dietary needs of the service users are met.
  - Ensuring good standards of food presentation are maintained.
  - Ensuring supplies are ordered.
  - Ensuring good standards of hygiene and cleanliness are maintained.
- ✚ Ensure the provision of care including that which may be provided by a competent and caring relative and which may include terminal care, under the direction of a GP and with the support of the primary care team.
3. Staff matters.
- ✚ To assist with recruitment, appointment and deployment of care, catering and domestic staff.
  - ✚ To ensure that there is good communication with and between staff and to arrange regular staff meetings in accordance with company policy.
  - ✚ To ensure that effective induction, supervision and assessment of staff is carried out and that training needs are identified and met.
  - ✚ To ensure that employment legislation is implemented.
  - ✚ To arrange staff rotas.
  - ✚ To uphold the homes Equal Opportunities policies and practices, thereby promoting fair and quality services to all.
4. Premises.
- ✚ To advise management of any malfunction of the heating, lighting, nurse call or emergency systems and ensure the security of the premises.
  - ✚ To ensure that fire regulations are complied with and advise management of any areas of risk.
  - ✚ To ensure that the legislation and regulations concerning environmental health, infection control, building control, planning and health and safety are complied with, and to advise management accordingly where action is required.
5. Finance.
- ✚ To be responsible for the monitoring and control of day-to-day expenditure within the limits of budgets set.
  - ✚ To ensure that service users are, wherever possible, supported in retaining responsibility for their own money and financial arrangements.
  - ✚ To ensure that, where a service user is assessed as incapable of handling their own financial affairs, that their money is handled properly and with upmost probity and that clear records are kept of all transactions according to company policy.



All staff are required to respect the confidentiality of all matters that they might learn in the course of their employment. All staff are expected to respect the requirements under the **Data protection Act 1998**. All staff must ensure that they are aware of their responsibilities under the **Health and Safety at Work Act 1974**.

**This job description is intended as a summary of the main duties and responsibilities of the job described. Duties may vary from time to time in consultation with the post holder without changing the general character of the duties or the responsibility entailed.**

