

JOB TITLE: Home Manager

RESPONSIBLE TO: Robins Centre Manager

QUALIFICATION: NVQ Level 3, in Care of Children and Young People

Management

- Day to day management of the Home
- Ensure high standards as prescribed within Care Standards
- Manage internal quality audit of the service
- Provide and agree relevant information as to inform the setting of the annual budget
- Ensuring that expenditure is within the limits prescribed in the agreed budget
- Formal reporting as required by the Centre Manager

Professional

- To ensure the delivery of service as identified in the Home's Statement of Purpose
- To develop an enjoyable, comfortable and safe living environment within the aims and objectives of the home
- To ensure delivery of Child Protection directives in line with Lifeworks Policies.
- To ensure that high standards of personal care are maintained within the boundaries of choice, dignity and respect
- To operate within Home's policies and procedures in respect of medication administration and stock control
- Establish a positive and mutually beneficial relationship with the residents and their families.
- To promote the general philosophy of Lifeworks and be energetically involved in all aspects of the charity work

General

- To act upon and inform the Centre Manager of any occurrences which would prejudice the efficient operation of the home
- Be the responsible person for Health and Safety within the Home
- Attend statutory services and inter agency meetings
- Involvement in the recruitment of new staff
- To lead, motivate and support team, with best practice the goal
- Responsible for supervision and appraisal of all staff within the Home
- Establish an ongoing training programme for all staff within the Home
- Arrange provision of in house training and induction
- To ensure effective communication throughout the Home

- To participate in the duty rota
- To participate in on call duties

The job description is not intended to be exhaustive and will be reviewed in conjunction with service and post holder as required.

The post holder's duties must at all times be carried out in compliance with the Company's policies and procedures; in particular the post holder must act in accordance with the Equal Opportunities Policy and the Health and Safety Policy.

The Job Description is an outline of the main duties of the post. The post holder will be required to undertake other duties commensurate with the grade as directed by the Centre Manager