



Job Description: *Registered Manager*

Accountable to and Reports to: Chief Executive Director

JOB PURPOSE

Mount View is a registered Care Home for 10 people with a learning disability and profound and complex needs.

The post holder is responsible:

- For the assessment of care needs and the development, implementation and evaluation of care to the people who receive a service at Mount View and will be the named Manager for the purposes of registration
- For leading, developing and managing a team of staff as delegated by the Director and will be expected to function as an independent practitioner/expert in care by virtue of their in-depth knowledge and experience.
- For ensuring the service operates and functions in line with the National Care standards for care home for people with a learning disability and the law.
- For monitoring the quality of the service in line with the service and national care standards
- Taking a lead in implementing the service involvement strategy within the home

The post holder has no direct budgetary responsibility although they will have a responsibility for the delivery of cost effective care.

MAIN DUTIES/RESPONSIBILITIES

Supporting People

- Design, implement, evaluate and document care and support plans for people who receive a service at Mount View that will meet their health & social care needs.
- Have a lead role in the establishment and monitoring of standards of care for people with a learning disability which reflect current best practice and research.
- Have a lead role in the promotion and encouragement of an approach to support and care which empowers people where able, to take responsibility for their life and well-being, and to participate in decisions about their support and future.
- Have a lead role in the creation of an environment which maximises choice, independence and well-being.
- Communicate effectively with people who present with profound and complex barriers to understanding.
- Maintain safe custody and administration of medications in accordance with Streets Ahead policy and National Care Standards.
- Ensure all complaints are dealt with in a sensitive manner and that agreed policies are followed and that any necessary action is carried out.

Managerial

- Take responsibility for the effective provision of care and support and administrative and managerial systems at Mount View. These include for example:
 - Maintenance of peoples' records
 - Accounting for peoples' money, valuables and property
 - Organisation and deployment of staff
 - Organisation and administration of staff leave and absence
 - Risk management
 - Organisation of staff supervision, and appraisal
- Have a lead role in the planning, prioritisation and organisation of the work of the Home and its staff so as to effectively fulfil its role and function both in the present and in the future.
- Have a lead role in the implementation of risk management within Mount View with the full involvement of the staff team.
- Contribute to the maintenance of a staff skill mix which enables the Home to respond effectively and flexibly to the varying demands made upon it.
- Ensure the senior carers work co-operatively as a team to achieve the best outcomes for the people who live at Mount View.
- Promote a culture of communication that is open, professional, polite, positive and welcoming to all.
- Take a lead role and participate in effective communication internally and externally and in the provision of leadership and motivation to the staff team.
- Have a lead role in communicating the interests of the people in the service, staff and the Home to a wide range of individuals, departments and organisations.
- Have a lead role in the development and maintenance of systems for the collation and dissemination of information within Mount View.
- Have a lead role in the establishment and maintenance of a system of regular supervision and appraisal of staff to enable them to be aware of their own strengths, weaknesses and developmental needs.
- Approach your own supervision and appraisal in an open and constructive manner, and provide supervision and appraisal to junior members of staff.
- Have a lead role in the identification of the training and educational needs of staff.
- Prepare and deliver formal and informal teaching sessions, and support others in providing education for people we support, relatives and colleagues.
- Take part in and assist in the co-ordination of the education process of students in conjunction with the relevant educational establishments.
- Provide support to students.

Quality & Monitoring

- Implementation of the service quality assurance system within Mount View involving staff, people who live at Mount View and their families
- Ensure that systems are in place to complete the annual returns and self-assessments as required by Social Care and Social Work Improvement Scotland (SCSWIS). Also to co-operate fully with inspections and investigations and carry out agreed recommendations and requirements contained in SCSWIS inspection reports.
- Ensure staff meet the registration requirements of Scottish Social Services Council

Training:

- Contribute to the delivery of formal sessions and support on the job training for all staff.
- Identify the Manager to developmental needs of junior staff and contribute to the development of the service training plan.

Financial & Resources:

- Manage peoples' money, property and valuables in accordance with the National Care Standards and in line with the law.
- Work with external agencies to ensure that the people who live at Mount View are receiving all the benefits to which they are entitled.
- Work with The Executive Director to ensure that the service operates with it's allocated budget
- Completed reports as required on the use of extra hours and overtime
- Completed the information required by Streets Ahead's accountants to complete Staff wages

Health & Safety

- Adhere to and contribute to the continuing development of Streets Ahead's policies and procedures.
- Ensure that all checks and monitoring systems are implemented in line with the service procedures
- Have a lead role in the development, implementation and evaluation of policies and procedures in Mount View.
- Where the application of any of the above appears to act to the detriment of people, staff or the organisation raise these concerns in the appropriate forum.
- Complete comprehensive risk assessments and personal safety plans, bring these to the attention of all staff and ensure their implementation as required by law and service standards
- Ensure that the physical environment of the home is clean, tidy and free from hazards

To carry out such reasonable duties as assigned by the Executive Director