



Care Home Manager

St Chads & Ferndale Residential Homes

37.5 hrs per week

Salary: £31,258.50 - £32,623.50 per annum

At Orchard Vale Trust we are passionate and proud to support adults with learning disabilities to live life to the full. This is an exciting opportunity for an enthusiastic individual to manage two of our residential homes in Midsomer Norton and Shepton Mallet. This position will be well suited to a person who is looking to enhance their management experience alongside a supportive team who are dedicated to person-centred care.

You will be working with committed and experienced teams to support 7 individuals with learning disabilities who present a range of complex needs, including some challenging behaviour. You will play a key role in supporting them to achieve their personal goals, as well as providing and maintaining a warm, welcoming and safe home with bespoke environments.

We are looking for an individual with a passion for care. This role calls for excellent leadership, organisational and management skills to build a strong foundation for our homes. You will need good interpersonal skills and have the ability to form professional working relationships with service users, their families and professionals. We also require experience and understanding of safeguarding, CQC and compliance guidelines.

When you join our Senior Management Team, you will be part of a friendly and supportive group who are dedicated to the key values of Orchard Vale Trust. We believe in growth and opportunity Trust-wide, working closely together to provide an excellent depth and quality of support and care.

To apply for this position, please send your CV and a letter of application to Daniel Cheney stating the reasons why you feel you would be suitable for the position.

- Email: daniel.cheney@orchardvaletrust.org.uk
- Closing date for receipt of applications: **28/07/2021**



Job Description

Post:	Registered Home Manager
Service:	Residential – St Chads & Ferndale
Location:	Midsomer Norton and Shepton Mallet
Pay scale:	£31,258.50 - £32,623.50 per annum
Hours per week:	Full Time - 37.5 hours per week
Responsible to:	Operations Manager

Overall Purpose and Objectives

To manage the day to day running of St. Chads and Ferndale; providing leadership, management and support to the staff team in order to meet the needs of residents and the changing demands of professional care delivery.

The registered manager, along with the registered provider, is legally responsible and accountable for compliance with the requirements of the Health and Social Care Act 2008 and associated regulations, including the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 and the Care Quality Commission (Registration) Regulations 2009

To work with the senior management team to ensure residents are supported in accordance with the ethos, policies and practices of Orchard Vale Trust and with current best practice as set out by Care Quality Commissions (CQC) regulations, other relevant legislation and guidance.

Main Duties, Responsibilities and Accountabilities

Compliance

1. To ensure the home meets, and exceeds, the requirements of all relevant legislation and the national standards of care issued by CQC.
2. To implement the Trust's strategies, policies and practices for the delivery of care to its residents.

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3. To ensure the delivery of safe, personalised care to each individual resident through assessment, person centered planning and regular reviews of the service.
4. To maintain a high standard of care working with colleagues to manage services.

Care

1. To ensure the delivery of person-centered care and support that promotes independence, choice and dignity to enable our residents to live as independently as possible.
2. To assess the needs of each individual resident and to devise care plans which meet their needs and aspirations and which will enable them to achieve these goals.
3. To ensure that each resident is able to exercise choice in all areas of their life and assist them to gain, develop and maintain the necessary skills and competencies to maximise their full potential
4. To ensure that residents are able to have a presence in both their local and wider communities by providing them with opportunities for work, education and recreational activities.
5. To ensure that each resident is treated with respect and that they are afforded privacy and dignity both within the home and outside it

Home Environment

1. To ensure that the home provides a safe, clean, well-maintained, and homely environment for its resident's comfort.
2. To ensure that the resident's personal space i.e. bedrooms and bathrooms suit their needs and lifestyle and promote independence and privacy.
3. To ensure that the communal spaces complement and supplement resident's individual rooms.

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Staffing

1. To manage the home staff team.
2. To identify recruitment needs and to develop plans to ensure the service is appropriately resourced.
3. To ensure the home is appropriately staffed with an effective staff team, suitably qualified, skilled and experienced to meet the residents needs at all times.
4. To ensure staff have clearly defined job descriptions and that they understand their own and each other's roles and responsibilities.
5. To ensure staff are appropriately trained for their roles and responsibilities and that all staff within the team have access to appropriate training and learning opportunities.
6. To be routinely involved in a range of human resources duties including:
 - Workforce planning
 - Recruitment and selection
 - Training
 - Supervisions and appraisals
 - Procedures such as Flexible working/maternity/disciplinary
 - Absence management
7. To establish and maintain effective two-way communication to ensure the whole staff team are aware of and can contribute to operational and strategic developments, e.g. team meetings, staff bulletin.
8. To put systems in place to ensure healthy working practices and that staff receive relevant information to fulfill their health and safety responsibilities.
9. To ensure staff are familiar with and work in line with Orchard Vale Trust's policies and procedures.
10. To offer guidance, support and advice to staff at all levels.

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Quality Assurance

1. To implement and maintain an effective quality assurance program to promote high quality and best practice and continuous improvement of the home in line with Orchard Vale Trust's policies.
2. To have monitoring procedures and processes in place to ensure high standards are continuously met.
3. To evaluate the service provided through regular reviews, questionnaires, analysis of complaints and compliances etc.
4. To ensure good and safe practice in all activities relating to residents' care.
5. To resolve complaints and share compliments in accordance with Orchard Vale Trust's complaints and compliments policy.

Finance

1. To implement the Trusts financial strategies, policies and practices.
2. To prepare cost analyses of the care provided to residents and to update these in the light of changing needs of individuals and the group as a whole
3. To agree with the Chief Executive and Finance Manager an annual home budget that is cost effective and meets the assessed needs of residents.
4. To manage the homes budget so that it meets the targets agreed with the Operations Manager.
5. To develop operational controls with the senior team to ensure a commitment to cost effectiveness and value for money.
6. To oversee the distribution of residents' personal allowances and to ensure that accurate records are kept of their income and expenditure.

Administration

1. To keep up to date the statement of purpose setting out the aims, objectives and philosophy of the home, its services and facilities and terms and conditions.
2. To provide prospective residents with a service users guide to the home.
3. To develop and agree a written and costed contract/statement of terms and conditions between the home and individual residents or their representatives.
4. To ensure that information given in confidence by residents and/or their representatives is handled and stored in accordance with the Trust's written policies and procedures and the Data Protection Act 2018.

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5. To ensure that the homes records are accurately kept and updated in order to comply with the Trust's policies and practices and current legislation e.g., Care Standards Act 2008, Health & Safety at Work Act.
6. To ensure that the homes information technology systems are used in accordance with the Trusts written policies and procedures and the Data Protection Act 2018.

Development and Organisation

1. With senior management assist in the strategic development of the Trust and assist with the identification and development of strategies for the planning and delivery of quality innovative residential services
2. To manage projects that will improve the efficiency and effectiveness of the home.
3. To produce monthly management reports and attend senior management team meetings.
4. To assist the development of appropriate systems and procedures
5. To prepare reports for quarterly Trust Board Meetings
6. To attend and contribute to strategic meetings within the Trust, including senior management team, policy & procedure and the professional development forum.
7. To prepare reports and attend Families/Friends of OVT meetings as part of the Quality Assurance policy of the Trust.
8. To support fund-raising events held by OVT in accordance with its function as a charitable organisation.

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Person Specification

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>
Qualifications/ Experience	<ul style="list-style-type: none"> • 3 years' experience at a management level • Budget management • People management 	<ul style="list-style-type: none"> • QCF Level 5 (or equivalent) in Management (this is not essential but you must be willing to work towards this qualification within the first 12 months of service) • 5 years' experience of working in residential care for people with learning disabilities and challenging behaviors
Skills / Abilities	<ul style="list-style-type: none"> • Knowledge of CQC regulations and other relevant legislation • Knowledge of the underpinning values and theory informing current best practice in care • Excellent communication, observing & listening skills • Ability to assess an individual's care support and needs • Strong leadership to maintain national quality standards • Ability to organise and manage staff • Ability to support, coach and train staff to achieve • Ability to negotiate and manage a budget • Ability to keep clear, accurate and concise records • Ability to prepare and write reports • IT Skills 	
Personal Attributes & Qualities	<ul style="list-style-type: none"> • Commitment to the principles and practice of care for people with learning disabilities • Caring approach • Reliability • Open, inclusive style of interaction • Positive outlook • Supportive 	

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	<ul style="list-style-type: none">• Energetic• Honest and respect for confidentiality• Confident approach to dealing with management issues• A passion for delivering a high standard of residential care to adults with learning disabilities• Ability to remain calm under pressure	
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