



Job Description: Registered Manager

OVERVIEW

The Registered Manager is responsible for the management of the home in accordance with the policy and guidelines as stipulated by Omega Elifar Limited and the Care Quality Commission.

This includes efficient and effective day-to-day running of the home and management of staff. The main aim is to ensure the wellbeing of each service user by promoting the philosophy of privacy, dignity, independence, choice, rights and fulfilment within a policy of managed risk taking.

GENERAL REQUIRMENTS

- All duties must be carried out in accordance with:
 - notification of accidents and other Health & Safety requirements
 - statutory legislation, to include Health and Hygiene regulations
 - nationally and locally agreed Codes of Good Practice
 - equal opportunity and anti-discriminatory policy
 - fire precautions
- Taking responsibility for personal development by keeping abreast of developments in the field of caring for adults with learning disabilities
- To be responsible for your own health and safety and that of anybody else whom your acts or omissions may effect.
- Participation in staff supervision and personal development review
- Participation in quality assurance systems
- Participation in training activities
- Participation in staff meetings

KEY RESPONSIBILITIES & DUTIES

1. To ensure all statutory requirements imposed on the service are adhered to and the home is working within the guidelines expected by CQC
2. Oversee the implementation of systems of working which enable Health and Safety legislative requirements to be met, for example: risk assessments, fire records, COSHH files etc
3. Overall responsibility for management of the home in an efficient and effective manner within available resources and controlled budgets
4. To take responsibility for the implementation of the quality initiatives within the home, ensuring that standards remain in line with the company's quality benchmarks and accepted best practice

5. Ensure the emotional, spiritual, physical, medical and material needs of each service user is recognised, assessed and met where possible. This will involve ensuring there are regular planned reviews, assessments and formulation of support plans and risk assessments (which are routinely reviewed) for all users in the service in liaison with other professionals as required.
6. Involve service users wherever possible in decision making about activity, lifestyle and matters in the home which may affect them.
7. To investigate complaints in accordance with company policy when raised by, or on behalf of, a service user, member of staff, external agencies or members of the public
8. To support the recruitment and selection of staff, ensuring the home is appropriately supported at all times and be willing to cover duties as required
9. To ensure probationary periods are managed appropriately and provide induction training. To provide information and supervision to staff, ensuring all staff are conversant with company policies and procedures, their duties, rights and responsibilities.
10. Ensure mandatory training requirements are met in the home and that clear, up-to-date individual training records are kept on every member of staff
11. To continually monitor staff performance, recognising achievements and implementing performance review / informal disciplinary as required. When necessary, to action formal disciplinary procedures in accordance with company policy.
12. To promote good communication by means of staff meetings, written and verbal reports and encourage openness at all levels
13. To support senior management in the formulation, review and development of company documentation eg business plan, policies and procedures, staffing strategies etc
14. To undertake and champion projects and programmes of change and development of new working practices
15. To participate in the on-call management system
16. To promote the company in a professional and positive manner at all times
17. Undertake any other managerial task as required in accordance with your level of responsibility

OTHER INFORMATION

REPORTING TO : Operations Manager

HOURS OF WORK : 40 hours per week
(flexible to meet the needs of the home)

ANNUAL LEAVE: 6.6 weeks pro rata (five weeks plus 8 Bank Holidays)