

St. Joseph's Specialist Trust



Supported Living



(Part of St. Joseph's Specialist Trust)

Job Description

Supported Living Manager

Name:

Date:

Job Context:

St Joseph's Specialist Trust Supported Living services comprises of 2 supported living homes for up to 13 adults aged 19+ with learning disabilities. The property is owned by St. Joseph's Specialist Trust.

St. Joseph's Specialist Trust is a specialist school and college, registered children's home and adult supported living houses (together "St Joseph's"/ the "Trust") with approximately seventy students and tenants. It has a staff of around 250.

Each adult will be supported to maximise their potential in the community through support with daily living skills, work and leisure opportunities. Springvale is registered with the Care Quality Commission with the Lodge as an additional location to this registration. This job profile recognises the requirements of the Trust's current Pay Policy and reflects the vision, aims and policies established by the Trustees

- Job title:** Supported Living Manager
- Accountable to:** As a Home manager you are accountable to the nominated individual – this is the Director of Care at St Joseph's Specialist Trust
- Accountable for:** The Supported Living Workers and Deputy Manager(s) in the absence of the Registered Manager
- Job Purpose:** Your role is to manage all aspects of the Supported Living home, primarily at The Lodge, including managing a team of support workers and assisting the tenants to achieve their goals in life. You will drive the service forward through reflective practice and improvement, working to a high standard and in accordance with the Health and Care Act 2022, the requirements of the Care Quality Commission (CQC): Essential standards of quality and safety and in accordance with the philosophy of St Joseph's Specialist Trust Supported Living.

Areas of Responsibility

General:

- Ensure the application of the organisational philosophy in order to meet the aims and objectives of The Trusts' Supported Living's Statement of Purpose
- Maintain accurate and up to date records as required for the effective and efficient running of the service, and in accordance with requirements
- Ensure that high standards of care and support are provided and maintained within current legislation and the organisational policies
- Review the existing policies and procedures that are specific to Supported Living; and contribute to the formulation of new policies as the need arises.
- Ensure the implementation of all relevant policies including those of St Joseph's Specialist Trust that are relevant to all employees as well as the policies specific to Supported Living as an adult social care provider
- Ensure that you have a good working knowledge of all relevant legislation and guidelines including the Mental Capacity Act and Deprivation of Liberty Safeguards, and keep up to date with any changes in legislation
- Ensure the health, safety and welfare of individuals who use services and staff by implementing the relevant legislation and requirements

- Use and develop as necessary, effective and appropriate quality monitoring systems in order to assess the activities of the service, as well as tenants and staff satisfaction, and develop the service provision with reference to feedback received
- The Supported Living Manager is expected to take part in an on-call rota, carrying a mobile phone in order to provide out of hours support and advice to staff.
- Liaise with relevant individuals to ensure that all maintenance and repairs are carried out in a timely manner with adherence to health and safety legislation and policy
- Attend to financial management tasks as directed; this may include assisting the Director of Care in preparing an annual budget, managing the budget in consultation with St Joseph's Specialist Trust Finance Director and keeping accurate financial accounts as required.
- Develop and maintain a culture of respect and equal opportunities with all staff recognising the diversity and needs of tenants, colleagues and any other individual they may come into contact with whilst carrying out their duties
- To provide feedback and reports as required to St Joseph's Specialist Trust regarding service affairs including staff performance, reporting of incidents, sharing knowledge and making suggestions to improve the service
- Dedication to personal professional development; this may include researching and sourcing relevant training courses and activities to satisfy the changing needs of the client group and changes within the adult social care sector

Staff:

- Manage all support staff including permanent staff, agency staff, volunteers and apprentices.
- Ensure that all new staff are provided with a thorough induction; with all mandatory training and induction booklet completed within the required timeframe
- Provide regular supervision for support workers; encouraging reflection on current practices and continual development
- To undertake staff appraisals and ensure that all staff are appraised annually
- Take responsibility for the recruitment of new staff in conjunction with the Director of Care and the Administration team at The Trust; encouraging and assisting tenants to recruit their own support staff whenever possible

- Facilitate regular staff meetings and organise training as required
- Supervise the duty rotas, ensuring that adequate cover is provided according to the assessed needs of the tenants; where the formulation of rotas is delegated to another member of staff overall responsibility remains with the manager.
- Ensure that all staff are provided with regular training to ensure continued professional development that meets the needs and expectations of the tenants as well as any legal requirements

People who use the service (tenants):

- Produce and make available all necessary information to all individuals who may use the service; including welcome packs, feedback forms, complaints documentation etc.
- Ensure that support is planned to meet the needs and wishes of the tenant, that needs and wishes are frequently assessed and that all written records are kept up to date.
- Ensure that all support provided encourages tenants' independence and the building of current skills; using person centred approaches to help tenants to achieve their goals in life.
- Assisting tenants to be as involved as they are able and want to with regarding to recruiting their own staff
- Refer tenants to relevant outside agencies and sources of support as and when necessary
- Support tenants to apply for work, educational and voluntary opportunities as well as any benefits they may be entitled to.
- Respond to any complaints that may be received; referring complaints to the Director of Care as appropriate
- Respond to all allegations of abuse of suspected abuse in line with current procedures and policy.

This job profile is intended to give an appreciation of the role and range of duties. However, it is not exhaustive and may be reviewed as required.

“St Joseph’s Specialist Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment”.

Signature:.....
Supported Living Manager **Executive Principal**

Date: