

St. Joseph's Specialist Trust

Job Profile

Registered Manager – Adult Supported Living

Name:

Date:

Job Context: St. Joseph's Specialist Trust is a specialist school and college, registered children's home and adult supported living houses

This job profile recognises the requirements of the Trust's current Pay Policy and reflects the vision, aims and policies established by the Trustees.

Title: Registered Manager – Adult Supported Living

Job Purpose: To take responsibility for and manage all aspects of the Supported Living Provision including managing a team of House Managers and Deputy House Managers, 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 Social Care Act 2008, the requirements of the Care Quality Commission (CQC): Essential standards of quality and safety and in accordance with the philosophy of St Joseph's Supported Living, the adult social care provision provided by St Joseph's Specialist Trust. The post holder must be registered with the CQC and ensure that certificates and licences are obtained. You will take responsibility for the care work within the Adult Supported Living Provision in order to promote effective care and lifelong learning for the tenants.

Accountable to: Executive Principal and Nominated Individual

Accountable for: The Supported Living Care staff, house managers and deputy house managers.

Qualification: All Registered Managers are expected to have (or to be actively working towards) QCF level 5 Diploma in Leadership and Management for Adult Care or equivalent

KEY TASKS

- Due to the nature of our environment and the challenges posed by our tenants, a high level of physical and mental resilience is required. This includes the physical agility to fully support tenants in social, leisure and educational activities within the home settings as well as offsite.
- Every member of staff is required to complete team teach positive behaviour support training before employment begins and refresher training periodically thereafter.

Leadership Tasks:

- To ensure within the resources available the tenants receive an outstanding standard of physical and emotional care.
- To deal with difficulties encountered by their particular Care team and to refer to and keep the Nominated Individual and Executive Principal informed
- To assist the Trust's Leadership Team and participate in the Induction process for care staff
- To manage the organisation of work programmes
- To manage staffing resources flexibly and efficiently
- To supervise/support the work of the care team
- To coordinate, attend and where appropriate chair, staff, and tenants meetings.
- To ensure effective supervision and appraisal is carried out for all care staff
- To contribute to training strategies which reflect the targets and objectives of St Joseph's Specialist Trust's Care strategy
- To support with the recruitment and retention of staff
- To maintain confidentiality and observe data protection guidelines

- To control, monitor and be accountable for the budget of the Adult Supported Living provision
- To be responsible for creating and maintaining effective communication and liaison with families and external stakeholders
- To attend management meetings and contribute to the development of care practice
- To prepare for and participate in the formal process of Inspection
- To implement CQC inspection statutory requirements.
- To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the post

Main duties and responsibilities:

General:

- Ensure the application of the organisational philosophy in order to meet the aims and objectives of St Joseph's Specialist Trust's Supported Living 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 St Joseph's Specialist Trust's 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 St Joseph's Specialist Trust's 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. Additional payments are made for being on call
- 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 St Joseph's Specialist Trust Director of Finance in preparing an annual budget, managing the budget in consultation with St Joseph's Specialist Trust Director of Finance 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

Physical/Emotional/Social Needs of Tenants

- To be responsible for the emotional, social, physical needs and guidance of tenants within your care
- To be responsible for assessing, monitoring and recording progress of tenants
- To be responsible with the support of the wider Trust staff including inclusion, therapy and medical staff for contributions towards tenants reviews.
- To liaise with the wider Trust staff including inclusion and therapy teams to ensure there is an effective link to provide information about the care needs of each tenant.

- To read and review regularly all individual risk assessments for tenants in your care
- To encourage the development of individual interests and attitudes
- Establish and maintain positive trusting relationships that promote a sense of security
- Provide firm, consistent boundaries in respect of their behaviour
- To supervise and assist tenants with their personal care, needs and routines
- To ensure there are planned opportunities for tenants to participate in a variety of leisure activities to meet individual needs
- To offer general practical advice to the tenants as and when the need arises, providing opportunities for individual personal support
- Ensure medical help is provided in cases of illness and accidents
- Promote the development of a healthy lifestyle
- Assist tenants in the development and sustaining of positive social networks
- To organise and participate in group activities and group holidays
- To assist and support tenants, when appropriate, through the process of leaving care
- Encourage tenants to develop their full educational and vocational attainment
- To undertake in planning for and preparation of tenants for admission or discharge to and from residential care
- Observe and assess the behaviour of tenants
- To encourage choice and active participation in activities within the home and the local community
- 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.
- Investigate and respond to any complaints that may be received; referring complaints to the Director of HR as appropriate
- Respond to all allegations of abuse of suspected abuse in line with current procedures and policy.

Team:

- To work as a member of the team to ensure the ongoing care, education and therapeutic intervention for tenants maximises their potential.
- To attend and contribute to staff meetings, this involves participation and collaboration with other staff in the provision of care, further education and therapies
- To follow policies and procedures for various duties as developed by the Trust leadership team
- To support less experienced staff from time to time as part of their induction in conjunction with St Joseph's Policies and Procedures
- To participate in a rota system and undertake sleep in duties as required.
- To cover night duties in the absence of waking night staff as part of a rota
- Make positive use of supervision and appraisal by Line Manager
- To show a willingness to undertake training as part of overall continuous professional development
- All Registered Managers are expected to have (or to be actively working towards) QCF level 5 Diploma in Leadership and Management for Adult Care or equivalent
- To participate in the administration, recording, storage of drugs and medicines and safekeeping of drug cupboard keys as required in accordance with Trust policy

- To take responsibility for tenants' health issues and inform families and Senior leaders of any concerns
- To liaise with external agencies as required
- To adhere to Trust policy on Health and Safety and report any concerns
- To contribute to the management of aggressive, obsessive and challenging behaviours in accordance with the Behaviour Management Policy, the Team Teach Approach and a Risk Assessment for individual tenants
- Manage all support staff including permanent staff, bank staff, volunteers and apprentices.
- Ensure that all new staff are provided with a thorough induction; with all mandatory training 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 HR and the Recruitment team at St Josephs; 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

Administrative

- To attend tenant focussed reviews as required
- To arrive at your place of work on time
- To report to the Safeguarding Team, incidences of suspected abuse and signs of non-accidental injury

