

JOB DESCRIPTION & FURTHER PARTICULARS

CARE HOME MANAGER

Job Summary

Kincarrathie House is a residential Care Home with charitable status which is located on the outskirts of Perth. Kincarrathie is set within its own extensive grounds (which are managed by the Trust's gardening team) and is registered to accommodate 44 residents. Our aim is to provide all residents with a secure, relaxed and homely environment in which care, well-being and comfort are of prime importance. The Care Home Manager has overall responsibility to lead, direct and manage all aspects of the service provided and is responsible to the Board of Trustees.

Kincarrathie is consistently graded by the Care Inspectorate in the very good/excellent categories in all areas assessed and a key responsibility of the Manager is to continually seek to ensure that every aspect of care provided is measured against the highest standards.

Contracted hours are 40 hours each week (inclusive of lunch break), generally from Monday to Friday. There is a requirement for the Manager to participate in the on call cover rota and be willing to attend very occasional evening meetings.

The success of Kincarrathie has been built on having a loyal, committed and motivated Staff and this very much comes from the example and lead given by the Care Home Manager.

The Trustees and Senior Management have already identified the need to examine future opportunities to diversify and grow the services provided. In working with the Board of Trustees, the Home Manager will be the key person in assessing options and implementing future changes.

Responsibilities & Duties

- Effectively and efficiently manage all aspects of the day to day running of the Home.
- Provide effective leadership, support and direction.
- Develop and maintain positive and productive relationships with the Board of Trustees.
- Ensure all legal and statutory requirements relating to fire regulations, health & safety at work, national care standards, S.S.S.C. codes of practice and employment law are met or exceeded
- Ensure comprehensive policies and procedures are in place that help to demonstrate a rigorous and methodical approach is taken towards all aspects of the service.
- Stimulate fresh/innovative/creative approaches to all aspects of care so as to ensure overall standards are continually improving.
- Develop relationships with residents and their families in ways that generate trust and confidence in the service provided and in ways which encourages full participation and involvement in all aspects of the service provided.

- Promote the service provided at Kincarrathie in ways that help to ensure overall occupancy levels are consistently high. This will include the ability to have effective and positive face to face meetings with individuals (and their families) considering Kincarrathie for long term care.
- Carry out assessments of individuals who have applied for care to ensure that their individual needs can be met by Kincarrathie on an ongoing basis.
- Ensure every aspect of care is delivered by staff in a professional, consistent and sensitive manner. This includes the oversight of the creation and maintenance of individual Care Plans and that systems are in place to evaluate their content, accuracy and effectiveness at regular intervals.
- Line manage and develop all members of the senior staff team in ways that encourage them to reach their full potential.
- Ensure staffing levels are maintained at the correct levels with the right skills mix. This will include all aspects of the recruitment, training and development of staff.
- Identify the ongoing training needs of all staff so as to ensure everyone is given the opportunity to advance professionally.
- Plan/oversee all staff rotas taking account of holidays and other absences so as to ensure all shifts are covered at the correct levels.
- Ensure emergency on call cover is in place and that any on call issues are dealt with in an effective and timely manner.
- Provide information, guidance and assistance to senior staff to ensure that the performance of all staff is regularly assessed and reviewed.
- Liaise with all care professionals as part of an effective multi-disciplinary approach to care.
- Ensure the overall standard, presentation, decoration and cleanliness of the premises, both external and internal convey the best possible impression to everyone in any way connected with Kincarrathie.
- Develop an effective relationship with the Care Inspectorate and the S.S.S.C. so as to ensure Kincarrathie is well thought of and highly regarded as a care provider and employer.
- Positively represent Kincarrathie at local and national level through identifying appropriate networking opportunities.
- Together with the Board of Trustees & the Finance & Administration Manager, participate in the setting of annual income and expenditure budgets and regularly review these with a view to ensuring that actual and budget figures are closely aligned.
- Effectively manage any complaints or incidents raised to ensure good outcomes which may include systemic changes being introduced.
- Ensure the security of the Home is maintained at all times.

Qualifications, Experience & Skills

- SVQ4 Social Services & Health Care (equivalent to SCQF Level 9) or B.A. Hons Social Work or equivalent.
- Management qualification. SVQ4 – Leadership & Management (equivalent to SCQF Level 10) or other equivalent management qualification.
- A nursing qualification while not essential would be of benefit.
- A minimum of 3 years' experience as a manager or deputy manager of a residential care home for elderly people. Similar management experience in a broadly comparable field will be considered.
- An effective and motivational leader with the ability to bring the best out in people.
- An effective communicator with the ability to relate to individuals from every walk of life.
- The ability and aptitude to work as part of a team.
- A good decision maker.
- The ability to multi-task.
- Good organisational and administrative skills.

Benefits

- Competitive salary depending on qualifications and experience.
- A highly attractive pension scheme which includes the option of a 6% employee contribution matched by an 11% contribution by Kincarrathie.
- Death in Service Scheme in place.
- 35 days annual holiday entitlement.
- There is a willingness to consider some limited financial assistance should the successful candidate require to relocate.

Other matters

- For an application form and full Person Specification details please visit www.aspenpeople.co.uk/kincarrathie. Completed application forms should be submitted via this site.
- Closing date for completed applications is noon on Monday 7th May 2018.