**Job Description**[**Edit**](https://employers.indeed.com/p#post-job/job-description)

**VESTACARE**

**Salary £30.000**

**Job title:**Registered Manager (Supported Living Services) with peripatetic duties and area management responsibilities across the organisation

**Location:**Across the organisation

**Reports to:**Head of Operations

**Management of:**1)Four bed supported living service. 2) Provide management cover in other locations as required. 3) Area management responsibilities in supporting managers and undertaking quality monitoring as required.

We are looking for an experienced Registered Manager, Service Manager or Supported Living Manager within adult learning disability services.

This person will be required to manage a 4 bed supported living service, line management of staff and adhering to CQC compliance. You will be rewarded for your hard work with a competitive salary and training and development opportunities.

This exciting role will involve managing this four bed service, with additional management responsibilities for our other services.

Responsibilities will include supporting the managers in our other locations, undertaking quality monitoring including audits of day to day practice and any other duties you are tasked with.

We want to hear from people who have been involved in developing services. Applicants need to have an enthusiastic, creative and innovative approach to delivering great experiences for people with learning disabilities, autism and associated health conditions who use our services.

**Job Description for the Manager:**

Effective and strong management of the supported living service as described above.

Line management of staff, safeguarding all service users and adhering to Care Quality Commission (CQC) compliance.

Personalised support to people using our services.

Management and development of staff.

Build strong relationships with stakeholders and the wider community.

Promote the service and market the services of the supported living service and out other locations in order to generate new enquiries from clients and care givers.

Ensuring that the management of each home promotes the need and choices for people receiving support by regular planned reviews, assessments and formulating of care plans using a multidisciplinary approach.

Leading, directing and supervising a group of managers.

Advising and driving on occupancy issues within designated homes including liaising with care managers, social services and families where necessary.

Work with managers and the training manager to ensure we maintain a workforce who have the necessary skills and experience to meet the needs of people we support in a safe manner. Support managers in keeping the training matrix under review and develop strategies to ensure we are complaint with training across the organisation.

Conducting regular visits to homes to ensure that all homes consistently meet with compliance standards.

**The Successful Candidate will have:**

· Good understanding and implementation of the regulatory framework and Quality Assurance systems

· Experience of change management

· Experienced Manager or Deputy Manager

· Knowledge of The Care Act 2014

· Knowledge of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 and experience in implementing this in day to day practice.

· Competent leadership skills and the ability to autonomously

· Level 5 in leadership and management

· Excellent staff management skills and an ability to motivate and lead staff teams

· Excellent communication skills and an ability to work under pressure

· Ability to write reports and develop policies where necessary

**In return, we offer the following:**

· the support of a dynamic and passionate Leadership Team

· the opportunity to develop your career in a challenging but rewarding field

· Training and development

· Progression opportunities

· 30 days annual leave per annum

Salary £30,000

**Appointment is subject to an enhanced DBS check, medical clearance, satisfactory references and CQC approval.**

**Summary of management tasks**

To provide a high quality service to the people we support, we need to have motivated and effective teams. The Manager will take on agreed supervisory tasks and work to develop the team and the service performance.

· Encourages and drives the team to be the best they can be through having constructive conversations with team members to improve their performance.

· Promotes a team culture where the team are confident in taking accountability and making decisions, without referring for manager Input on routine matters.

· Implementing all people management processes. (HR and disciplinary matters)

· Undertakes effective agreed reviews for team members.

· Reviews and discusses team performance issues with Head of Operations/Business to secure improvement.

· Demonstrates capacity and willingness to learn and progress as a manager.

· Models an exemplary approach to supporting people who use the service and is effective role model for the team.

· Demonstrates ability and confidence in working with family members.

· Provides lead advice and direct feedback on practice to team members through observation and other performance management measures.

· Champions change and embraces new ways of working to make service delivery person centred.

· Highlights any required specialist support needs to improve practice delivery to Senior Managers.

· Ensures that all team members are compliant with induction and training requirements linked to their role and to meet service needs effectively.

· Demonstrates effective application and management of all processes within the service to support safe management of finances.

· Assesses and manages potential risks to the people we support, staff and environment. Competes risk assessments in a timely manner.

· Follows MCA, BI procedures and tracks the DoLS process.

· Demonstrates that service complies with any regulatory, contractual and other required standards.

· Urgently escalates any failures against requirements, complaints and critical incidents to Senior Management. Prepares relevant reports to support the investigation process.

· Manages and follows procedures in relation to HR issues, grievances and disciplinary procedures.

· Ensures that all individual plans and reports relating to people we support are completed, maintained and reviewed within agreed intervals.

· Completes and oversees recording of incidents within the service and escalates to senior management any areas of concern so that necessary actions are taken.

· Contributes to and oversees systems and records that support health and safety and maintenance of service environment.

· Ensures that all records relating to team members are completed and updated as required and agreed with Senior Managers.

· Undertakes quality monitoring as directed in services across the organisation.

· Provides support to managers across the organisation- this will include taking on a supervisory role (as directed).

· Take on peripatetic duties, e.g. fill in for managers when the need arises.

**Person specification**

· Being people centered  
· **Empowering, including and respecting all people**

· **Challenging wrong ways of thinking about learning disability**

· **Ensuring that Transforming lives is a key priority**

· **Being brave and developing new ideas**

· **Have a vision for developing the service and promoting the service to create business**

**Behaviours**

**Essential/desirable**

Positive about working for Vestacare

Essential

Works well with all their colleagues and provides strong leadership ( leading by example)

Essential

Takes responsibility for their own development and that of others

Essential

Promotes and develops team work that engenders trust

Essential

Honesty about own performance

Essential

Open communication style

Essential

**Experience**

**Essential/desirable**

Experience of coaching, developing and motivating people

Essential

Understanding of managing service quality processes

Essential

Understanding of risk management

Essential

Developing and promoting business

Desirable

**Knowledge**

**Essential/desirable**

Knowledge of sector/service types

Essential

Regulatory framework

Essential

**Qualifications**

**CQC registration is desirable**

**Manager qualifications**

Level 5 in Leadership and Management

Essential

Evidence of ongoing professional development e.g. specific courses relevant to the role

Essential

Qualification in Positive Behaviour Support

Essential

Reference ID: Registered Manager Supported Living

Application Deadline: 30/09/2020