

Peripatetic Residential/ISL Manager

Service: Adult Residential

Responsible To: Director of Care and Independent Living Services

Salary: Points 35 - 39

Job Purpose

To ensure a safe, effective personalised care and support service and safe, secure and comfortable home environment for residents and tenants

Main Duties

- To work across a number of locations as directed to provide support to service management teams in conjunction with the Registered Individual.
or
- To work as an interim manager at a single location as required by the needs of the Foundation and to be responsible for the day to day operational management of the home.
- To ensure that the home is compliant with all relevant statutory regulations, frameworks and guidance.
- Provide effective leadership to the staff team, acting as a positive role model communicating effectively and by listening and recognising different perspectives.
- To support the Regional Heads of Operations team in the strategic development of Residential Services and ISL's
- To take full responsibility for the implementation of the Quality Standards Regulations and, ensure they are translated into day-to-day practice and provide evidence to support this for the Head of Service to satisfy CQC and strategic directives.
- To support or take the lead on CQC Inspections, as required and any visits from local authorities or other external stakeholders.
- Develop and implement all relevant policies and procedures that will ensure a high standard of service delivery.
- To record, monitor and resolve complaints, incidents and safeguarding issues within the home.
- To work collaboratively with other Foundation services, such as Hedley's College or Horizons, to ensure continuity and consistency of a 24 hour care between day and residential staff for all service users.
- To attend and conduct Pre Placement Agreement Meetings, Initial Assessments and home visits.
- To work the necessary shift pattern to ensure the effective running of a 24 hour, 7 day service which may necessitate attendance at work during early mornings, day shift, evening shift, night shift and participation in an on-call rota system.
- To attend regular budget meetings with the finance department to ensure the service's delivers within budget and offers value for money.

- To ensure the repair and maintenance of all equipment within the home and of the home itself.
- To promote and maintain a high standard of care, support including domestic and catering services.
- To lead or support on recruitment and selection of staff in line with Foundation Safer Recruitment Policy, Equality and Diversity and legislative requirements.
- To oversee and or participate in the induction of new staff in to the home and monitor and support during the probationary process in line with Foundation Policy.
- To oversee or support line management of the home staff team, and directly line manage Deputy Manager(s), to ensure an excellent standard of supervision, support, appraisals, training and continuing professional development.
- Oversee or support the management of staff attendance including providing wellbeing support, recording absence, conducting return to work meetings and conducting formal attendance meetings where necessary with the support of HR.
- Take responsibility for the implementation of Foundation HR policies, including Capability, Disciplinary, Grievance and Investigations, with the support of HR.
- Any other reasonable duties relating to the residents needs

Person Specification

Essential Criteria

Skills and Knowledge

- Good written/verbal communication skills
- Good organisational skills
- Good I.T. skills
- Knowledge of working with adults with disabilities
- Knowledge of CQC standards
- Understanding of challenging behaviour and Positive Behaviour Support.

Qualifications and Training

- Level 3 Lead Adult Care Worker qualification
- Level 5 Leader in Adult Care
- Level 2 qualification in Literacy and Numeracy
- Care Certificate

Experience

- Managing and leading teams
- Delegating workloads and responsibilities
- Managing conflict

Personal Qualities

- Able to work on own initiative
- Confident to communicate effectively with staff, families, carers and social care professionals
- Flexible, enthusiastic, committed
- Good team member
- Caring and empathetic

Other Requirements

- Able to work Early/Late/Weekend shifts

Desirable Criteria

Qualifications and Training

- Level 3 Team Leader/Supervisor qualification
- BSL training

Experience

- Safeguarding referrals/procedures

Other Requirements

- Flexible and able to extend hours of work if required



Organisational Standards

The Percy Hedley Foundation operates in a demanding and often changing environment. Members of staff must be flexible, adaptable, willing to face up to changing circumstances and new opportunities. The following list of duties and responsibilities must therefore be taken as a guide and is not to be comprehensive.

Professional Duties

- Participate in the review of the Foundations Policies, Procedures and Processes;
- Participate in arrangements for the performance development review process
- Participate in arrangements for further training and professional development
- Keep up to date with changes or developments within your professional area
- Fully participate in the induction and training programme provided by the Percy Hedley Foundation
- Contribute to the professional development of other staff, including the induction of new staff.

Equality and Diversity

- Promote equality of access to education, training and employment opportunities for disabled people, and advocate a positive attitude
- Recognise that disabled people are individuals who have specific needs
- Employ support strategies that will empower disabled people
- Show awareness of knowledge and display non-discriminatory behaviours at all times in relation to culture, race, ethnicity, disability, gender, sexuality and age
- Recognise the importance of inclusion by using appropriate means of communication at all times
- Be flexible, trying to meet the changing needs of both disabled people and environment.

Discipline, Health and Safety

- Adhere to and promote Percy Hedley Foundation Health, Safety and Welfare policy at all times
- Purchase equipment from a recognised source
- Report all incidents and accidents to Health and Safety Officer
- Maintain a high standard of record keeping in line with Percy Hedley Foundation policies and procedures.

Safeguarding

- Safeguarding is everyone's responsibility.

- Percy Hedley Foundation have adopted recruitment and selection procedures, and other Human Resource Management processes, that help deter, reject or identify people who might abuse vulnerable children/adults, or are otherwise unsuited to work with them.
- The Trustees/Governing Body are committed to promoting the welfare of children and young people/adults and staff are expected to ensure that the highest priority is given to following guidance and regulations to safeguard those in our care.

Confidentiality

- Respect confidentiality. All personal information about people using the foundations services to which you have access should be treated as confidential. Information about the people's needs, progress and assessment should only be shared with the team to aid support
- Remain objective and do not favour any gender, language or culture and comply with the Percy Hedley Foundation policy.

About Us

We are an ambitious, entrepreneurial and innovative charitable business working in a person-centred way to meet the needs of people with disabilities and their families. We provide a range of high-quality services and seek out opportunities to inspire and support people with disabilities to achieve their ambitions. We believe that working together as one Foundation we achieve more than individual services would achieve alone. Our influence will be regional, national & international.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Applicants should be aware that the post will only be offered to successful candidates subject to an Enhanced DBS check as well as other employment clearances.



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