



Specialist Care for Complex needs

JOB TITLE:

Home Manager

RESPONSIBLE TO:

Regional Operations Manager, Service Director, Managing Director CTC

PROFILE:

To manage the Home in an efficient and effective manner to ensure a safe and homely environment for employees and young people and visitors to the home.

Overall Leadership and Management responsibilities at the home ensuring that the home meets and/or exceeds regulatory requirements and follows company policy and good practice guidance.

Ensure growth and development for staff and young people and uphold the company values.

MAIN DUTIES

Caretech Values

- To ensure that you demonstrate commitment towards the Caretech Values and Care Tech Children's Services key mission statement:



Job description clients

- Promote the development of the children
- Protect children from threats to their health, welfare and normal development, both from inside and outside the home.
- Ensure that key stages in the stay of children such as admission and discharge are properly managed and reflect decisions recorded in personal/care plans.
- Ensure that children facing crises and stresses are offered appropriate additional support.
 - Ensure that the children are involved for their own lives, involving them in planning their lives supporting them and helping them towards taking greater control and responsibility
- Participate, develop and implement support plans, ensuring their suitability and success are reviewed; including the delivery of the outcome star.
- Write or delegate the duty of monthly reports and needs assessments as well as any other appropriate document (such as risk assessments) as required.
- Develop and maintain good working relationships with clients

Staff

- Develop and maintain good working relationships with staff
- Ensure all new staff are supported fully and complete their induction packs
- Ensure you are providing both informal and formal support to the staff working with you
- Offer formal supervision in line with company policy to the staff in your line management; ensure supervision is delivered throughout the supervision structure of your department and that this is of good quality
- Complete appraisal, disciplinary and grievance processes as per company policy
- Raise any concerns about staff to the Senior Management &/or relevant people
- Contribute to and implement the internal training package
- Develop the staff ability to learn theoretical perspectives and enhance their reflective skills
- Ensure all meetings are implemented regarding your home, as per the meeting protocol of Branas Isaf

Interagency working

- Create, develop and ensure positive and constructive communication occurs between Branas Isaf and other professionals in the field: Social Work Teams, Police, Education, Voluntary Sector, etc.
- Develop local knowledge of your field and build networks.
- Liaise with Care Inspectorate Wales/ CIW and any other suitable bodies.

Family and the community

- Use the residential community as a means of support and social learning for the children and team
 - Introduce and involve yourself in the local community and represent Branas Isaf and our ethos positively.
- Develop and maintain good working relationships with family members and carers

Organisations

- Ensure the reporting to organisations such as Care Inspectorate Wales etc. and local authorities is accurate and timely: This includes the notification of significant events, facilitation of inspections and supporting staff to manage these visits.

Meeting good practice standards

- Adhere to the Code of Professional Practice for Social Care(the code) and ensure the code is embedded in your service with your staff team
- Ensure you manage your CPD to meet the registration requirements of the role/ the code.
- Attend all training as allocated by Branas Isaf.
- Bring to supervision areas of interest which you wish to develop.
- Agree to engage in reflective supervision
- Ensure that practice is anti-discriminatory and ensure specific needs are met where appropriate such as dietary requirements, religious observance and culturally significant activities.

Reporting

- Ensure the Regional Operations Managers/ Director of Service (Responsible Individual) and wider group management receive complete monthly statistical data regarding the outcomes for children- in line with the Organisations Quality Framework
- Ensure the packages of care commissioned are delivered to clients and raise any issue in delivering this to the Responsible Individual immediately.
- Ensure the working environment is kept to a high standard and maintains a positive and warm feel, including health and safety checks.
- Ensure information is passed to the administrative team as required
- Ensure you meet with your team regularly and communicate with your line managers regarding any issues as soon as practically possible.

Legislation and policy

- Meet and work towards exceeding the regulations relevant to where your children's home is located.
- Ensure compliance with all appropriate legislation to the field of care in which you are working; to include wider legislation which is relevant for example Health & Safety, Equal Opportunities and Data Protection etc.

Adhere to all Branas Isaf and Caretech policies including Safeguarding, Performance Management and Health and Safety.

Social Care Wales- Code of Professional Practice for Social Care

For any staff working in Wales it is a requirement to be accepted and registered onto The Social Care Wales Code of Professional Practice for Social Care Register. The Code is the primary document setting out the standards for conduct and practice. It also forms part of the wider package of legislation, practice standards and employers’ policies and procedures that social care workers must meet.

As a social care worker you are responsible for making sure that you work to the standards in the Code. You must ensure that your conduct and practice do not fall below the standards, and that no action or omission on your part harms the well-being of individuals.

As a Manager you must promote the use of the Code and take account of it in making any decisions about the conduct and practice of their staff. The Code for employers describes the standards expected of employers to ensure a safe, skilled and appropriately supported workforce.

The Code of Professional Practice for Social Care (Wales) is available at <https://socialcare.wales/resources/code-of-professional-practice-for-social-care>

SIGN:.....

PRINT:.....

DATE:.....