

Job Profile

Title of Post: **House Manager**

Responsible To: Head of Care Services

Responsible For: Management of House, Budgets, the Care Team, and Care Planning in compliance with National Care Standards and Common Thread Policy and Procedures.

Professional Qualifications: Diploma in Social Work or equivalent; or S/NVQ4 plus RMA

Membership of Professional Body: SSSC

Key Duties and Responsibilities

- To be responsible for the implementation and development of the aims and objectives of the House in consultation with senior management.
- To create an environment in which individual, physical and emotional needs can be met.
- Ensure effective delivery of individual care planning requirements for children and young people.
- Ensure that the high standards expected in the delivery of care are upheld, and that the standing of the company is maintained
- To promote good relations between the establishment and the wider community.
- Take overall responsibility for all staff, delegating effectively and appropriately.
- Promote and actively encourage the professional development of staff.
- To identify and assess training needs of staff and to participate in training programmes.
- To be involved in recruitment, interviewing and selection of staff.
- To ensure accurate records are maintained in all matters relating to residents, staff and property.
- To be responsible for the deployment of staff (i.e. rota's shifts etc) on day to day basis.
- To organise and participate in staff meetings, senior staff meetings, and any other appropriate meetings as delegated by the Head of Care Services.

● **Title of Post**

● **Responsible For & To**

● **Duties & Responsibilities**

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- To undertake supervision of students and trainees on placement within the House, in consultation with the Head of Care Services.
- To ensure all staff receive regular supervision.
- To ensure good and effective internal and external communication systems
- To liaise as appropriate with external agencies.
- To undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

● Other Tasks

Duties Managing Finance

To manage and operate budgets within the figures and guidelines laid down.

To monitor ongoing expenditure, and to alert the Head of Care Services if budgets are overspent or present as inadequate.

To ensure staff operate financial systems within the required procedures.

To assist when required, in preparation of budget estimates.

To support Auditors in their work and provide them with necessary information.

● Finance

Key Competencies

The following competencies are required of this position and will be subject to ongoing monitoring in the staff Support and Supervision process

Analytical thinking:

The ability to understand a situation by breaking it into smaller pieces, to be systematic, to trace cause and effect implications, and to set priorities.

Achieving the task:

The ability to organise work through an efficient use of time, appropriately completing the activities and requirements of the post and setting targets and achieving them.

Working relationships:

An ability to effectively engage with clients and to establish good working relationships with agencies and individuals, and to monitor good practice on this issue within the care team.

● Competencies

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SSSC Registration:

Completion and maintenance of (or be willing and able to complete and maintain) the Scottish Social Services Council qualification criteria for professional registration, and, to support and monitor the care teams compliance with this core requirement.

SCM Training:

To complete (or be willing and able to complete) mandatory training on SCM - a prescribed approach on managing the behaviour of resident young people, and, to administer the prescribed physical restraint techniques on resident young people when required, and to maintain a record and appropriately respond to the care teams compliance with this mandatory training and ability to administer.

Communication skills:

Information seeking and interpretation - an ability to elicit information, to clarify, and to respond appropriately in terms of recording and appropriate distribution of the information to relevant agencies; SCSWIS; External Agencies; and Line Management.

Codes of Practice:

To practice at all times in accordance with the Scottish Social Services Council Code of Conduct, and to monitor and appropriately record and respond to the care teams compliance/non-compliance with this issue.

Service orientation:

The responsibility to be aware of and practice within Common Thread Policy, Practice and Procedures and to monitor and appropriately respond to the care teams awareness, understanding and compliance.

Team work and co-operation:

A commitment to work co-operatively as part of a team at all times, in terms of practice, communication and professional conduct.

Self confidence:

Evidence confidence in own judgement and a willingness to appropriately express an independent view point - to appropriately challenge and accept being challenged by colleagues, dealing with critical analysis / comment. To encourage this as a core part of the team's ethos, supporting the development of social care practice.



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Reports:

To accept responsibility for and prepare a range of reports as required, based on extensive and accurate information gathering and analysis - in accordance with related Policy and Procedures.

Staff Support and Development:

To evidence an enthusiastic and committed approach to engaging in the staff support and development process via Formal Supervision. To monitor and evaluate the scheduling and quality of staff support and development within the House.

Health & Safety:

To evidence awareness and understanding of Health & Safety Legislation, Policy and Procedures at all times in the course of your post activities and requirements. To ensure all practice and recording is compliant with policy and procedures.

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