

JOB DESCRIPTION**JOB TITLE:** Manager**REPORTS TO:** Housing & Care Services Manager**DEPARTMENT:** Housing and Care Services**RATE OF PAY:** £34,728 to £37,890 per annum pro rata**DATE:** June 2021**REVIEW DATE:** June 2022

ROLE PURPOSE: The manager is required to manage the housing with learning disabilities service to ensure staff support tenants to attain personal independence, choice and responsibility in their own home. To ensure that the provision of support and care is appropriate to the social, emotional and physical needs of each tenant.

To be responsible for the on-going daily management of the service and to ensure that this is carried out in an effective and efficient manner by adhering to the Apex, Regulation & Quality Improvement Authority and Supporting People regulations, standards and procedures.

Key Area	Key Activities
<u>Support and Care</u>	<ul style="list-style-type: none"> • Create a caring and supportive environment for tenants whilst encouraging maximum independence. • Ensure that a high standard of care is maintained at all times which reflects the social, emotional and physical needs of each tenant. • Assess the suitability of all prospective tenants including liaison with the multi-disciplinary team and ensure all relevant information is provided within appropriate time scales. • Co-ordinate tenant meetings to ensure that tenants' wishes are incorporated into the weekly running of the scheme. • Develop, implement and evaluate individual programmes of care for each tenant. • Establish and develop a working relationship with the external multi-disciplinary team, which includes social workers, medical, nursing and administrative staff who relate to the scheme. • Ensure that flexible visiting arrangements are maintained and that a welcoming relaxed atmosphere exists for family and friends. • Organise, in conjunction with tenants and staff, appropriate social activities.
<u>Record Keeping</u>	<ul style="list-style-type: none"> • Establish and maintain all records which have been identified as necessary by the Association and other inspection agencies. • Review and evaluate these records and report factually to appropriate agencies as required.
<u>Financial/Administration</u>	<ul style="list-style-type: none"> • Assume responsibility for all money within the scheme. Maintain records and issue money to tenants in accordance with requirements. • Assume responsibility for tenant's personal money and valuables in accordance with requirements if requested to do so. • Manage the expenditure within the service within scheme budgets. • Organise and implement staff rotas and complete timesheets. • Ensure that all the Association's policies, procedures and standards appropriate to the management of the scheme are fully understood and properly implemented by staff.
<u>Leadership</u>	<ul style="list-style-type: none"> • Assume management responsibility for all staff within the service and to ensure that the service maintains proper staffing levels at all times. • Participate in the appointment of staff when required in accordance with the Association's recruitment procedure and equality

	<p>legislation.</p> <ul style="list-style-type: none"> • Ensure that newly appointed staff are fully inducted onto the scheme and attain appropriate levels of competency through their probationary period. • Identify training needs of staff and take steps to ensure that needs are met. • Implement the disciplinary and grievance procedure in accordance with the Association's policies and procedures. • Implement the annual performance review system within the scheme. • Ensure that regular staff meetings are held so that staff have the opportunity to discuss issues concerning the scheme and that team spirit can be developed and promoted. • Manage and record absence within the service and counsel staff as required. • Ensure that confidentiality within the scheme is maintained by all staff.
<u>Health and Safety and Risk Management</u>	<ul style="list-style-type: none"> • Fire drills should be carried out on a regular basis and all fire safety equipment maintained. • Ensure that all staff and tenants are instructed in the use of door exits, the fire alarm system and are familiar with the fire evacuation procedures. • Ensure strict adherence to the Association's Health & Safety Policy. • Ensure the repair and maintenance of the scheme both internally and externally in accordance with the Association's procedures.
<u>Miscellaneous</u>	<ul style="list-style-type: none"> • Adhere to the Association's Equal Opportunities Policy and commit to the principles and aims of the Equality Scheme Section 75 duties to ensure fairness and equality in all aspects of work • No job description can cover every issue which may arise within the post at various times, this job description is not a rigid or inflexible document but provides guidelines regarding the duties expected while in post.