JOB DESCRIPTION

Job Title: Bungalow Manager

Location: St Catherine's Bungalows

Hours: 39 hours per week with a willingness to be flexible on an ad hoc basis when required.

Responsible to: The Registered Manager of St Catherine's Bungalows

Responsible for: Support Workers, Relief Support Workers & Housekeepers

Workplace Values:

The post holder will be expected to work inline with our workplace values which are:

- Compassionate - We are compassionate
- Respectful - We are respectful (we respect individuals and uphold their dignity)
- Challenge - We challenge injustice
- Excellence - We seek excellence
- Collaborative - We are collaborative
- Work with - We work with people's strengths (to achieve their potential)
- Inclusive - We are inclusive

Please note that a Full UK Driving Licence is an essential requirement for this role. if you do not have a Full UK Driving Licence then your application will not be considered.

JOB PURPOSE:

1. To lead the team in an inspiring pro-active way in order to enable them to provide excellent person-centred support.

2. To initiate change and drive improvement through systems and work practices, as directed by the registered manager.

3. To support the Registered Manager and other Bungalow Managers in the overall operation of St Catherine's Bungalows.

4. To support the resident's health and wellbeing and to provide excellent person centred support ensuring that resident's can live life as they choose and to the full.

5. Bungalow Manager have responsibility for both employees and residents, giving guidance and support to all whilst ensuring service delivery meets the requirement of CQC and the organisation.

Key tasks:

1. To be responsible for the day-to-day operation of the bungalow you are leading by taking responsibility for the following:
    - Managing the rota and arranging cover where required ensuring safe levels of working and the correct skills mix.
    - Being an active member of the St Catherine's management team by sharing information and support to the registered manager and other Bungalow Managers.
    - Providing support and managerial oversight to the neighbouring bungalows in the absence of the other Bungalow Managers.
    - Working across all bungalows in the when required.
    - Working as part of the rota with support staff to meet the daily needs of the residents. This includes mentoring staff and being a positive role model.

2. To support staff to understand their roles and responsibilities, including the role and responsibilities of a key worker.

3. To provide support, mentoring and coaching for the staff team and to promote teamwork. This includes being a positive role model.

4. To support staff with continued personal development, whilst identifying any training needs, through observation, supervision and/or the changing needs of the residents and agreeing a training plan for each individual member of your team.

5. Effective line management of employees, conducting regular supervisions, team meetings, appraisals and any other meetings.

6. Manage employee issues effectively (inline with policies and procedures), and in a timely manner.

7. Lead on HR processes with support from HR when required.

8. To ensure all data is completed on the HR system in a timely manner

9. To ensure effective and thorough documentation is kept at all times

10. To manage the medication process for the residents. This includes
    - weekly medication audits
    - administering medication
    - ordering, booking in, collecting and returning medication
    - training and observing staff
    - completing 'opportunity to learn' forms and communicating all outcomes to the registered manager in a timely manner

11. To be responsible for the health and safety of the bungalow environment. This includes:
    - Completing weekly health and safety checks and audits, identifying issues and ensuring action is taken and issues are reported and resolved
    - Supporting the registered manager as directed with other health and safety checks and audits relating to the environment, infection control and equipment

12. To ensure the health, wellbeing and social needs of each resident is met. This includes:
    - Ensuring care plans and risk assessments are written, current and reviewed regularly.
    - When the health, physical or social needs of a resident changes, take appropriate action in a timely manner by contacting the relevant health professionals.
    - Ensuring the residents have the support to attend medical appointments
    - Ensuring residents have support to maintain links and relationships with families and friends
    - Liaising with families and all other significant people in each resident's life.
    - Ensuring that there are person centred and meaningful activities planned with each resident .
    - Preparing for, leading and attending review meetings.

13. To develop and promote systems to ensure sound record keeping within the bungalows and as directed by the registered manager.

14. To support the manager in the effective day to day running of the bungalows by:
    - Reporting any changes, challenges and outcomes.
    - Being supportive of a pro-active management team.
    - Taking part in out of hours on-call duties.
    - Taking part in continued professional development.
    - Working alongside the registered manager to ensure that all CQC, local authority and Father Hudson's Care standards are met.

15. Promote the interest of Father Hudson's Care and ensure that its culture and ethos is maintained, nurtured and supported by respecting the core values and beliefs of everyone and working in a way which is non-judgemental and respects the dignity of all.

16. Undertake additional duties with the overall running of the bungalow which may be identified in consultation with the registered manager.

PERSON SPECIFICATION

Job Title: Bungalow Manager

Location: St Catherine's Bungalows

Factor	Essential	Desirable	Method of Assessment
Qualification	Diploma/NVQ Level 3 in direct Care or willing to work towards (supported by the FHC) Evidence of ongoing personal development Full UK driving licence		A, I
Experience	Minimum 2 years working with people with multiple disabilities Experience of care planning. Experience of managing people	Experience of managing and supervising care staff	A,I
Skills, Knowledge and abilities	Types of and responses to communication difficulties Staff Supervision and Appraisal. To be able to deal with employee issues effectively and in a timely manner To prioritise workload during completing demands. Be able to use a range of IT packages such as word, excel, outlook	Knowledge of CQC regulation and KLOES	A, I
Personal Qualities	Self motivated, flexible. Able to work to deadlines		A, I

Special Factors	A commitment to working towards full equal opportunities and how this applies to people with disabilities. Anti discriminatory practice		A, I

Method of Assessment

A = Application Form I = Interview T = Test or Exercise P = Presentation