

## **Job Description**

<b>DIRECTORATE:</b>	Social Services and Wellbeing
<b>DEPARTMENT:</b>	Adult Social Care
<b>POST:</b>	Registered Residential Manager
<b>GRADE OF POST:</b>	Grade 12
<b>RESPONSIBLE TO:</b>	Operational Manager for Residential & Home Care Services for Older People

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### **JOB PURPOSE:**

To manage the day to day operation of residential services for older people who present with complex and specialist needs. Enabling people to live independent lives, encouraging people to participate in their individual care & support plans. Providing, a quality and safe service within the Regulation and Standards of the homes.

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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- Providing effective leadership and demonstrate high standards of professional practice.
- Provide regular and high quality supervision and annual appraisals to staff ensuring effective person centred care is delivered.
- Ensuring all residents have a person-centred plan based around outcomes that they want to achieve and are supported to participate in care planning.
- Lead and support staff in undertaking risk assessments in the context of enabling residents to make choices whilst fulfilling the home's duty of care.
- Consult with Team Managers /social workers, health professionals, safeguarding officers, contract monitoring officers and other professionals from other agencies to ensure provision of appropriate care is delivered to residents living in a care home.
- Ensure that any acts or omissions that could infringe on the rights of individual residents are appropriately recorded and reported.

- Participate in workforce planning and development, ensuring staff have access to appropriate induction, on-going training .Produce an annual training plan for the establishment.
- Participate in the recruitment and retention of staff.
- Lead and manage practice that meets health and safety requirements.
- Manage the service in accordance with the Regulations standards of the Care Homes (Wales) 2002.

### **GENERAL DUTIES**

To understand the Health and Safety responsibilities which fall within a manager's role and the personal Health and Safety responsibilities within the HASAWA 1974.

To ensure that all activities are operated in accordance with Equal Opportunities legislation and Best Practice.

### **REVIEW DATE/RIGHT TO VARY**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

### **CRIMINAL RECORDS CHECK (WHERE APPLICABLE)**

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

**PERSON SPECIFICATION**

**Registered Residential Manager**

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes).

Attributes	Requirements	Essential	Method of Evaluation / Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• Level 5 in Leadership for Health and Social Care Services (Adult’s Residential Management). OR</li> <li>• A First level Registered Nurse Qualification as well as a Level 5 NVQ in Management and Leadership (QCF) assessed in a Health and Social Care setting.</li> <li>• Registration with the Care Council for Wales.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Production of original Qualification Certificates and application form.</p>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of issues related to the management of regulated services.</li> <li>• Experience of working at a managerial level in a social care or other related environment.</li> <li>• Experience of leading and managing a team of staff.</li> <li>• Experience of managing budgets.</li> <li>• Lead and manage practice that meets health and safety requirements.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	<p>Interview, application form, reference and selection process.</p>
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to high standards of care provision.</li> <li>• Ability to form constructive working relationships with colleagues and other agencies.</li> <li>• Ability to manage employee performance effectively.</li> </ul>	<p>Yes</p>	<p>Interview, application form, reference and selection process.</p>

Attributes	Requirements	Essential	Method of Evaluation / Testing
	<ul style="list-style-type: none"> <li>• Excellent communication skills.</li> <li>• Ability to demonstrate good planning, organisational and IT skills.</li> <li>• Ability to work flexibly and proactively.</li> <li>• You will be expected to hold a Full driving Licence and a vehicle available for use on official journeys.</li> <li>• Ability to communicate through the medium of Welsh.</li> </ul>	<p>Yes</p> <p>Yes</p>	