



Job Description

Post:	Registered Home Manager
Line Management:	Area Manager/Operations Director

General:

To manage and assure the smooth running of and co-ordinate the child care services of a designated residential home in conjunction with the Operations Teams and company's policies and procedures.

1. Co-ordinate and manage the general duties of Residential staff within the home. Delegate duties and tasks as appropriate to the current staffing and residents' numbers and circumstances. A description of these duties is attached.
2. In conjunction with the Resource Managers ensure that designated home adequately covered by Rota.
3. All administrative procedures, maintenance schedules, identified child care practices and other general procedures and reports to be completed in accordance with the current organization's instructions.
4. Ensure compliance with all current statutory and company duties, procedures, guidelines and other instructions.
5. Liaise with Resource Managers/Director of Operations and Social Work Departments in all matters appertaining to a young person's placement. Complete and return all reports, schedules and other designated information as directed.

6. Attend, where appropriate, Reviews, Planning Meetings etc.
7. Supervise and report on all expenditure associated with the home in accordance with company procedure.
8. To manage the House Fund and expenditure to agreed level.
9. Liaise with relevant Managers on staff welfare, appraisal, development, training, supervision and disciplinary procedures. Ensure all urgent or serious matters are reported to Duty Manager and/or Senior Management as soon as is practical.
10. Ensure that the designated residential home has up-to-date House Rules and are reviewed regularly.
11. To manage the Home's Reward Scheme and ensure that the young people have up-to-date contracts/agreements.
12. To co-ordinate and ensure that each young person has a Key Worker and is seen regularly.
13. To participate in identified training and regular supervision.
14. To maintain a safe environment, complying with Health and Safety and other legal requirements.
15. To act as a member of the staff team, supporting colleagues and being prepared to receive support as necessary.
16. To act flexibly within reasonable bounds, to ensure the necessary staff cover.
17. To sustain positive alliances with parents and significant others in the child's life, including other professionals as set out in the Care Plan.
18. To contribute to and support an agreed Care Plan – to ensure child care is focused upon the needs of each child.
19. To be a member of an Interviewing Panel for prospective employee's, as and when necessary.
20. To sustain positive alliances with parents and significant others in the child's life, including other professionals as set out in the Care Plan.

- 21.To contribute to and support an agreed Care Plan – to ensure child care is focused upon the needs of each child.
- 22.To be a member of an Interviewing Panel for prospective employee's, as and when necessary.
- 23.To ensure that regular staff meetings take place at the designated Residential Home and also attend regular meetings with the Resource Managers.
- 24.Supervision/Appraisal of Residential staff.
- 25.Ensure that the physical standard of the property is maintained to a high standard, reporting any damage/replacements as soon as is practically possible.
- 26.To be on-call to the Home.

This Job Description is provided to assist the PH to know what his/her main duties are. The nature of the Home Manager task is a varied one and no written Job Description can cover all eventualities and therefore, the Description may be amended from time to time without change to the level of responsibility appropriate to the grade of the Post.