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| **Job Title:** | **Unit Manager (non-clinical)** |
| **Reports To:** | **Home Manager/Deputy Manager**  |

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| **Job Summary:** | To support the care home management team in delivering high-quality care with a difference by providing a safe, caring, innovative, open, supportive, and inclusive environment for residents, visitors, and staff. |  |

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| **Role Responsibilities:** |
| * Lead on the monitoring of standards of care delivered by staff through observation, audit and direct involvement.
* Lead with monitoring the well-being of each resident, being aware of any change impacting care and care planning, and ensuring that changing needs are met and written records are amended to reflect any variation.
* Lead on the designated unit to ensure safe staffing levels are maintained and rotas are prepared in advance and agreed upon with the manager.
* Lead in the person-centred care planning process by implementing, monitoring and undertaking monthly evaluations, completing care plan audits, developing action plans and being responsible for the completion of the action plans.
* Participate in Duty manager as required
* Deliver high-quality care, ensuring residents receive care based on best practices.
* Ensure resident clinical and lifestyle risk assessments are complete and utilised in practice.
* Ensure that resident of the day is fully implemented.
* Responsible for ordering, administering, and auditing prescribed medication for residents.
* Act as a key point for contact with residents, their relatives and visitors, as well as health and social care professionals involved in their wellbeing, ensuring that any reasonable requests are acted upon and concerns or complaints are escalated.
* Arrange and attend care reviews involving residents in this process
* Practice safe systems of work across a range of tasks, particularly moving and handling of residents, by assessing risks and having due regard for personal safety and the safety of residents, visitors, and staff.
* Attendance at handovers and provide leadership at the handovers to ensure open and effective communication
* Undertake pre-admission assessments for new residents.
* To support the Home with implementing all policies, procedures, and business objectives.
* To assist the smooth transition of any discharges from the home, including documentation and medication, and, where appropriate, keep residents' emergency contacts fully informed.
* Attend all staff meetings and participate in other meetings as required by the Home Manager
* To complete return-to-work interviews for staff and support the manager in dealing with persistent absenteeism.
* Supporting with the development of the staff duty rota to ensure appropriate and safe staffing levels at all times.
* Conduct regular supervisions and annual appraisals
* Lead on the induction of new staff in safe systems of work, fire safety and evacuation procedures.
* Ensure that all staff are aware of the local safeguarding policies and ensure you respond and escalate any safeguarding concerns immediately.
* Support the Managers with the completion of any Deprivation of Liberty applications where a resident has been assessed as lacking capacity and it is necessary to restrict the resident’s movements to prevent harm.
* Understand personal responsibilities in relation to the Health and Safety at Work Act. Demonstrates a working knowledge of COSHH assessments.

This is not intended as an exhaustive description of duties and responsibilities and may be amended following consultation with the jobholder. |

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| **Person Specification:** |
| **Experience**  | **Essential/Desirable**  | **Assessment**  |
| NVQ 3 or equivalent in care for care homes | E | Certificate |
| 2 years’ experience working with the resident group | E | Application Form/CV |
| Knowledge of the CQC Fundamental standards  | D | Interview/References |
| Willing to study Avery Advanced Carers Course  | E | Interview |
| **Knowledge/Skills & Abilities** |  |  |
| Ability to communicate effectively both verbally and in writing.  | E |  Application form / Assessment at the interview |
| Demonstrate the ability to lead staff and act responsibly in the absence of the manager | E | Experience & interview |
| Able to review clinical risk and have a balanced approach to lifestyle risk. | E | Interview/References |
| Able to be responsive and flexible to cover a range of responsibilities | E | Interview |
| Have a positive attitude to both supporting and engaging residents and staff | E | Interview/References |
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| Values – I am fully committed to being: * Caring
* Supportive
* Honest
* Respectful
* Accountable
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| Agreement: |
| **Employee Signature:** |  | **Date:** |  |
| **Manager Signature:**  |  | **Date:**  |  |