

Job description



Job title: Unit Manager - Care

Responsible to: Home manager

Responsible for: Care team

Our Values

- ❖ Fulfilling Lives is our core purpose
 - ❖ Every one of us makes a difference is the belief that drives us
 - ❖ Caring, Passionate and Teamwork are the values that underpin everything we do
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Job Summary

To lead the care team during any allotted span of duty ensuring that the personal care of residents is maintained on a daily basis according to individual needs and capabilities.

To actively promote and encourage as much personal independence and choice as possible in the activities of daily living undertaken by the residents within the care home.

To act as the company's representative on site, promoting the company's image and ensuring compliance with all statutory regulations.

Key Responsibilities

- To ensure that the care, welfare and safety of all residents is of the highest possible standard, taking full responsibility for adherence to statutory regulations.
- To promote and maintain good interpersonal relationships between colleagues/residents and colleagues/relatives.
- To be responsible for the admission of any new residents to the home for the purpose of assessment/evaluation, and establishment of a good mutual relationship with the Care UK Admission and Discharge Policy.
- To be responsible for a physical/psychological assessment of new residents on admission to the home.
- To institute individualised care plans according to the care process.
- To institute individual therapy plans in consultation with other health professionals as appropriate.
- To update existing care plans for every resident according to changes in the status of the resident on a daily basis.
- To be aware of psychological change in residents and report such to the home manager or deputy manager.
- To disseminate any relevant information regarding new or existing residents where appropriate, remembering the principles of confidentiality.
- To be responsible for the safe administration and recording of all medication prescribed by the resident's medical practitioner.
- To be responsible for the custody and safe dispersal of all medication brought into the home, by either residents or the pharmacist.
- To act as advocate as and when appropriate.
- To liaise with visiting members of the medical and associated professions who may visit the care home and record outcome of the same ensuring that prescribed or recommended treatment is carried out.
- To liaise with relatives as appropriate and record outcome of conversations.
- To supervise all dietary needs of residents as appropriate and ensure that individual requirements are met as far as possible.

- To ensure a safe and comfortable environment for the residents and to make the care home as stimulating and attractive to live in as possible.
- To be responsible for the care and protection of patients' property.
- Observe requirements of the Mental Health Act 1983 where applicable.
- To be familiar with the location of all documents appertaining to statutory requirements that you may be required to show to any inspecting body.
- To be available at all times to discuss any queries or concerns that anyone wishes to raise within the home.
- To ensure that confidential information regarding residents and colleagues received from the home manager is safeguarded.
- To ensure that the welfare, morale and safety of all personnel in the home is of the highest standard.
- To be involved in any team or individual training/teaching orientation programmes as required and to take an active interest in promoting new concepts of care after consultation with the home manager.
- To attend such training programmes/courses as are available and necessary to keep up to date and further existing personal knowledge.
- To inform the home manager of the condition/progress of all residents on a daily basis.
- To seek advice from the home manager if in any doubt about policy/procedure to be followed regarding any untoward occurrence in the care home.
- To ensure that the company's image is maintained appropriately, by promoting the professional appearance/manner of all members of the care home team.
- It may be necessary to assist with the recruitment process as directed by the home manager. The company's recruitment procedures must be followed at all times.
- To maintain efficient control and use of bank and agency staff ensuring that staffing levels are in accordance with company policy.
- Instigate investigation into complaints or accidents involving residents and/or colleagues.
- To ensure compliance with all statutory requirements in record keeping, documentation, time, health and safety and security as detailed in the company's policies.
- Ensure that any non-care home personnel including contractors are monitored when on site.
- Ensure that the correct supplies are purchased from the nominated supplier.
- To undertake any specific duties as delegated by the home manager on an ad hoc basis.
- Due to the senior nature of this post the home manager may require duties to be undertaken which may initially appear to be outside the remit of this job description and may involve additional working hours. The postholder will be required to meet these requirements as and when delegated by the home manager.

Safeguarding of Vulnerable Adults / Mental Capacity Act

To complete training on Safeguarding of Vulnerable Adults and the Mental Capacity Act and be able to understand and implement SVA and MHA policies and procedures taking responsibility for reporting any safeguarding concerns to the senior person on duty or on-call Regional Director.

Health and Safety

As an employee of Care UK, the post holder has a duty under the Health and Safety at Work Act 1974, to:

- Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
- Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the organisation, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.
- To ensure that adequate measures are taken to protect the health and safety of all staff including the maintenance and upkeep of a safe environment.

Data Protection

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act 2018 and the company's ISO27001 accreditation. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

- ❖ This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.
- ❖ This job description is subject to regular review and appropriate modification.

Person specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSEs (or equivalent) including English and Maths • NVQ in Health & Social Care or equivalent 	<ul style="list-style-type: none"> • Degree • Evidence of further training
Experience	<ul style="list-style-type: none"> • Experience of supervising teams • Experience of working in a care home • Experience of meeting regulatory requirements • Knowledge of evidenced based practice 	
Technical Skills	<ul style="list-style-type: none"> • The ability to lead and motivate a team • Excellent organisational skills • Ability to maintain and enhance effective working relationships • Ability to contribute to, monitor and implement changes and improvements to services • IT literate • Ability to plan, allocate and evaluate work 	
Personal Qualities	<ul style="list-style-type: none"> • Effectively builds trust with a consistent approach between actions and words • Has the ability to delegate stretching responsibilities to develop people • Works collaboratively with others sharing ideas and information at all times • Will take responsibility for issues and resolve them • Has the ability to raise standards through innovation and new ideas 	