

**PERSON SPECIFICATION -
REGISTERED MANAGER**

Category	Essential	Desirable	Assessment
Education	<p>Level 5 Diploma in Management and Leadership</p> <p>Up to date care sector mandatory training</p>	Educated to degree standard or equivalent	Application
Experience / Knowledge	<p>Experience working in a similar role and at a similar level in order to demonstrate relevant competence required for the role</p> <p>Experience of working with people with autism and other examples of neurodiversity</p> <p>Experience controlling budgets</p> <p>Experience communicating and working in partnership with other external bodies</p> <p>Comprehensive knowledge of current legislation and guidance for supporting people with autism and neurodiversity</p> <p>Comprehensive knowledge of policies and issues driving change in the social care sector</p> <p>Knowledge of care quality standards</p> <p>Attending, writing and recording of reviews</p> <p>Experience of Assessment of adult's strengths and needs and preparing care plan and demonstrate the ability to ensure individual needs are met</p> <p>Assessing and recording the progress of the individual needs and identifying methods of intervention</p> <p>Experience of supervising and developing staff</p> <p>Experience of performance management and supportive of improving performance</p>	<p>PPS trained or other relevant proactive management training</p> <p>Staff development induction and training</p>	<p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p> <p>Application / Interview</p>

	Proven experience to lead, manage and improve the effectiveness of service delivery		
Attitudes	<p>An understanding of autism and other examples of neurodiversity and how this can impact on an individual and their family</p> <p>An understanding of how different people communicate and a commitment to communicate with people effectively</p> <p>Positive attitude towards supporting individuals to manage their own behaviours without restriction and lack of opportunity.</p> <p>Caring and non-judgemental</p> <p>A commitment to working in an anti-discriminatory way</p>	Understanding alternative forms of communication	Interview
Skills and Abilities	<p>Ability to effectively lead and proactively manage resources and staff</p> <p>Clear values and principals upon which you base your work</p> <p>Competence in IT skills including word processing, use of e-mail and internet</p> <p>Ability to remain confidential at all times</p> <p>Ability to deal with other individuals with sensitivity and empathy</p> <p>Ability to relate to, understand and work with service users who present behaviours of concern</p> <p>Ability to demonstrate equality of opportunity in the delivery of the service we provide and within the workplace</p> <p>Effective communication skills across all levels both written and verbal</p> <p>A sense of responsibility</p> <p>Tact and diplomacy when dealing with individuals</p> <p>Ability to understand, and follow policies and procedures, carrying out duties in accordance with these, promoting the North East Autism Society</p> <p>Commitment to ongoing professional and</p>	Ability to drive, and to have a clean driving licence	<p>Interview</p> <p>Interview</p> <p>Work Trial</p> <p>Interview</p> <p>Interview</p> <p>Application Form</p> <p>Interview</p> <p>Interview / Work Trial</p> <p>Interview</p>

	personal development		
	Demonstrate trustworthiness, openness, honesty and accountability at all times		

JOB DESCRIPTION - Registered Manager (Residential - Adults)

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Responsible to: Head of Adult Care Services.

Place of Work: Flexible Location

Job Summary

To support the North East Autism Society mission statement by striving to provide support for autistic adults through inclusive programmes in education, care, social and vocational training. To effectively manage a care home and to work as part of a team to ensure adults receive the necessary support in all aspects of their everyday living, providing practical, physical and emotional support and assist with the delivery of broad, balanced and relevant life experiences. Providing a high-quality service incorporating the values of the service, working within North East Autism Society's policies and procedures.

Purpose of the Post

1. To be the named Registered Manager for the Society.
2. To ensure that the spirit and framework of the CQC "essential Standards of Quality and Safety" is fully adopted and the service is compliant with the professional standards outlined.
3. To guarantee that every step has been taken to ensure that the resident is safeguarded at all times and that their needs are paramount.
4. To guarantee a high level of service to the placing authority
5. To guarantee a high quality of care of the residents and their families for whom the service is provided in accordance with the Society's mission statement.
6. To provide assessment of individual need and review on a regular basis
7. Through multi-agency working agree an effective and workable care plan for residents within their care
8. To guarantee the home is operating in accordance with the statement of purpose
9. To agree an effective and workable care plan for residents in the home through multi-agency working
10. To monitor progress of each resident and report as necessary through statutory reviews and planning meetings
11. To manage and supervise the residential staff team
12. To guarantee all staff are fully aware of Safeguarding procedures and that the safety of the resident is paramount
13. To guarantee that the home is administered efficiently / effectively
14. To guarantee that staff required for meal preparation is competent and have undertaken appropriate food hygiene training for preparing meals.
15. To guarantee that all records relating to the home are monitored on a monthly basis
16. To guarantee recording and monitoring of expenditure including maintaining accounts of money requested and dispersed
17. To guarantee sufficient stocks for the residence and order replenishments as necessary
18. To provide temporary cover, so far as is practicable, for team members and other teams in their absence
19. To guarantee meetings, which relate to the general day to day running of the residential unit, including its administration and pastoral arrangements occur and that they are chaired, and minutes are taken.
20. To work in accordance with the residential policies and procedures, incorporating anti-discriminatory practice in all aspect of work
21. To monitor and support the unit through flexible working times which may also include the need for sleep-in and night duty
22. To guarantee that staff are well informed in risk assessments, planning in preparation of taking a group / individual out
23. To guarantee actions or recommendations made by regulatory bodies such as CQC, Fire, and environmental

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- health are acted upon
24. To guarantee that every step has been taken so that residents live in a safe, secure, homely and well-maintained environment
 25. Ensure support is given to the four monthly inspections by the CQC registered person.
 26. To ensure the home is financially sound and that good budget management is evident

Planning for Care

1. The home manager is accountable for ensuring service delivery is in accordance with the homes statement of purpose.
2. To guarantee that the placement plan for each resident is fully implemented and understood by the staff team.
3. To guarantee the necessary arrangements are made for receiving the resident into the home.
4. To guarantee the necessary preparations and arrangements are made for the resident leaving the unit.
5. To guarantee that each resident is given the appropriate and necessary support
6. The manager ensures that each resident reviews are held within the statutory requirements. Where necessary be prepared to chair and minute the meetings
7. The manager is responsible for the implementation of the 24-hour programme and to liaise with both the language and communications therapist and teaching staff to improve the resident's communication and comprehension skills
8. The manager must ensure the residents achieve their full potential in their self-development, domestic, recreational and leisure activities
9. The manager must facilitate opportunities for the residents to develop skills
10. To guarantee that every step has been taken for residents both on and off residential premises ensuring safety measures are in line with health & safety and risk assessment policies are strictly adhered to at all times.
11. To guarantee residents visit doctors, dentist or any other health professional as required and appropriate follow-up treatments.
12. To guarantee regular liaison with family, care and teaching staff and other professionals, ensuring that the needs of the resident are central in this communication.
13. To guarantee agreed contact arrangements for resident with family / carers and relevant others

Quality of Care

1. The manager must ensure that every effort is made for each resident to be consulted on the running of the home, the quality of care and any other matters that are important to the individual.
2. The manager must guarantee that there are positive relationships between staff and residents based on trust and honesty.
3. Ensure that the resident(s) develops the skills to access the community
4. Must be fully aware of the Positive Proactive Support Policy and ensure that Positive Proactive Support plans are consistently followed.
5. Ensure that physical interventions are only used as the last resort.
6. Ensure that all physical interventions / incidents are fully recorded and monitored
7. Must ensure that each resident's privacy and confidentiality is respected at all times.
8. To ensure that the resident's diet is healthy, varied and produced to a high standard. Where necessary to ensure that any special dietary requirements are catered for.
9. Ensure that each resident's appearance is appropriate to age, culture, individual choice and conditions.
10. To ensure that each resident has access to their own money / personal requisites.
11. Ensure each resident's health needs are met. This includes the administration, recording and safe storage of medication.
12. Responsible for promoting a healthy lifestyle in the home.
13. Ensure professional relationship between education and care to support the resident's educational programme.
14. To ensure that a variety of leisure activities are available to meet each resident's needs.
15. To maintain open lines of communication between parents/ carers.
16. To liaise with Registered Managers / Operations Manager to ensure consistency of care across all homes.
17. To liaise with other professionals when necessary.
18. Ensure that all files and recordings are up to date, intelligible, well maintained and easily accessible for inspection.

Complaints and Protection

1. Must be familiar with the Complaints Policy and Procedure.
2. Must guarantee that any complaint is dealt with efficiently in line with the policy.
3. Must be fully aware of the Safeguarding Policy and know what to do in the event of a concerns being raised to allegations or suspicion of abuse.
4. Must guarantee that all staff is trained in Safeguarding.
5. Must be fully aware of the policies on Bullying, Absence without authority and notification of significant event and be clear about what action needs to be taken.
6. Must understand what to do if there is an allegation made against a member of staff

Assessments and Reports

1. To guarantee that administrative and recording systems as required by the residential service, demonstrate the residents progress and achievements on an ongoing basis.
2. To guarantee consistency in the implementation of the residents Individual Care Plan and Individual Positive Proactive Support plan.
3. To guarantee daily reports are recorded in the resident's daybook for whom you are responsible.
4. To guarantee quality standards are maintained at all times in readiness for announced / unannounced inspections by both internal and external bodies.
5. Guarantee the promotion, monitoring and maintenance of health, safety and security in the workplace.

General Duties

1. To guarantee that general administration duties are carried out as appropriate.
2. To guarantee that the general housekeeping duties are carried out to a quality standard.
3. To guarantee that residents clothing and belongings are kept in good condition.

Staff and Teamwork

1. To work within a team setting, promoting a consistent service, working to agreed team goals.
2. To work with colleagues in a respectful and courteous manner.
3. To take an active role in the induction, training and supervision of more junior staff.
4. Guarantee six supervisions a year for all staff.
5. Guarantee annual appraisals for all staff
6. Guarantee monthly team meetings occur, recorded and distributed
7. Guarantee the management and monitoring of staff absence through holiday / sickness and to take necessary action when required
8. Guarantee that Staff are deployed in such a way that meets the needs of the home day and night
9. Support the careful recruitment, selection and vetting of staff with their home

Performance Management / Training and Development

1. To participate in arrangements made in accordance with the services performance management policy.
2. To attend appraisal meetings, team meetings and training sessions.
3. To attend all mandatory training within the time scale required and you will be assessed as competent when required.
4. To manage poor performance where necessary.
5. To attend all mandatory training within the time scale required and you will be assessed as competent when required.
6. To attend Line Management supervision, and to complete work targets within the agreed timescale.
7. To guarantee to keep the registered manager informed of the progress of your work identifying any obstacles, to present information in both verbal and written form.
8. To guarantee that staff are appropriately qualified in line with current legal requirements and National Minimum Care Standards.
9. Release staff for training.
10. To be responsible for own development.

Leadership and Management

1. To participate and communicate the Society's mission and core values.
2. To set and communicate a clear direction and strategic focus for your team, whereby communicating how your team helps in achieving the Society's mission and core values.
3. Define, monitor, review, evaluate and drive the improvement of the Society's performance.
4. Act as a role model for the Society's values and ethics for continuous learning and improvement.
5. To ensure techniques are in place to ensure knowledge and learning is shared throughout the Society to ensure continuous Society development and incorporate different learning styles to meet the needs of our employee's.
6. To promote a culture which supports the generation of new ideas and new ways of thinking to encourage innovation and organisational development.
7. To reinforce a culture of excellence with the Society's employees.
8. To ensure that the Society is flexible and manages change effectively.
9. To inspire employees and create a culture of involvement, ownership, empowerment and accountability through their actions, behaviours and experience.
10. To actively encourage social commitment as part of the culture of the Society.
11. To build your teams capabilities to contribute and achieve the Society's vision and that this is recognised and rewarded.

Core Competencies

Technical Competencies

1. NVQ Level 5 Care and management or equivalent
2. Assessors Award
3. Safe Handling of Medication / First Aid

Management Competencies

1. High level of professionalism
2. Concern for quality of delivery of service
3. Ability to respond to change in circumstances
4. Discretion
5. Self-motivation
6. Teamwork
7. Flexibility
8. Achievement Motivation
9. Quality Awareness
10. Risk Awareness
11. Health & Safety Awareness
12. Commitment for continued professional development of self and others.

Managing Tasks / Projects

1. Ensuring tasks and duties are performed within clearly defined time quality standards.

Managing Information / Data

1. Compiling and processing, supplying information and data to both internal and external contacts whilst ensuring confidentiality is maintained where appropriate.
2. Guarantee that key workers complete all monitoring charts and records in are kept up to date and are stored in the relevant files.

Communications

1. High level of verbal and written communication skills
2. Information sharing with senior professional