



JOB DESCRIPTION + PERSON SPECIFICATION
SUPPORTED LIVING / DOMICILIARY CARE REGISTERED MANAGER
PEACE NEST CARE HOMES LTD
Burton Upon Trent

JOB DESCRIPTION + PERSON SPECIFICATION

SUPPORTED LIVING / DOMICILIARY CARE REGISTERED MANAGER

Job Title: Supported Living / Domiciliary Care Registered Manager

Location: Across Peace Nest Care Homes Ltd – Burton on Trent + Surrounding Areas

Salary: £37,000 - £40,000

Hours / Job Type : Full-time 37.5hrs/per week – Permanent

Accountable to	Director / Leadership Team
Work Location	In-person - Peace Nest Care Homes Ltd Head Office - Burton on Trent

About Peace Nest Care Homes Ltd

Peace Nest Care Homes Ltd is committed to delivering high-quality, person-centred care for adults with learning disabilities, autism, physical disabilities, and mental health conditions. We provide supported living services and domiciliary care, ensuring individuals receive the necessary support to live independently while maintaining dignity, choice, and control over their lives. Our compassionate teams work closely with families and healthcare professionals to uphold the highest standards of care.

Job Description

Scope of the Role:

We're looking for an experienced and quality focussed Registered Manager to lead our team. You'll be supported by our Leadership Team.

The Supported Living / Domiciliary Care Registered Manager at Peace Nest Care Homes Ltd is responsible for the overall management and operations of the Supported Living accommodation and domiciliary care provision in accordance with Peace Nest Care Homes Ltd policies, procedures and guidelines. The Supported Living Registered Manager has ultimate responsibility for the welfare of the Service Users at Peace Nest Care Homes Ltd and manages the entirety of care Service Users receive. Therefore, The Supported Living Registered Manager will ensure the highest standard of person-centred care is delivered, while leading and developing a team of dedicated support staff. Hence, your role will focus on compliance, operational management, and the promotion of independence for individuals in our care. Leading with passion and enthusiasm to ensure your service is well run, you will promote positive outcomes for residents with a flexible and proactive approach.

Every day will be different where you'll be supporting the individuals we care for with daily challenges, helping them to learn new life skills and taking part in day-to-day activities that most people take for granted. Residents will be encouraged to be out and about, enjoying life together and no single day will be the same.

Management responsibilities include line management of all staff, day to day running of the Home(s) and the further development of the service in line with Community and Company requirements. The main aim will be to ensure resident wellbeing by promoting the philosophy of privacy, dignity, independence, choice, rights and fulfilment within a policy of positive risk taking. This is a challenging yet exciting opportunity, offering the chance to grow and develop as a member of the Peace Nest Care Homes management team, making a difference to so many lives.

Principal Duties:

1. To lead, supervise and support staff working within the Supported Living Accommodation and domiciliary care in providing services which respond to the individual needs of Service Users.
2. To manage the Supported Living and domiciliary budget in accordance with the company's financial guidelines.
3. To formulate business plans for the purpose of planning and implementing new service developments as appropriate in consultation with the Board.
4. To source, recruit and appoint staff at all levels below that of a Care Manager. This includes advertising as necessary, taking references, conducting interviews, completing health checks and applying for disclosure in line with the procedures outlined in Peace Nest's safe recruitment policies.
5. To supervise and conduct performance review procedures for underperforming staff. If necessary the Registered Manager is also responsible for holding exit interviews. The Registered Manager should ensure exits are timely and create the least possible disruption to the running of the company.
6. Negotiate salaries and make salaries arrangement,
7. To arrange induction training, information and supervision to staff as appropriate, ensuring they are familiar with their duties, rights and responsibilities.
8. To use the company's resources appropriately to maximise expertise such as the having consultations with the clinical advisory board.
9. To maintain good communication within all staff in the and between the Service Users and all other stakeholders such as relatives, community mental health team members, the resident's GP and other external clinicians. The Registered manager should also ensure good communication between the Service Users and the company. The Registered Manager is encouraged to establish a communication schedule to routinely update all stakeholders.
10. To monitor staff duties and performance and to manage probationary periods appropriately.
11. To manage informal disciplinary matters and to action formal disciplinary procedures through the appropriate channels.
12. To ensure the emotional, spiritual, physical, medical and material needs of the Service Users are recognised, assessed and met where possible. This will involve ensuring there are regular planned reviews, assessments and formulation of care plans for all Service Users in liaison with other professionals.

13. To involve Service Users to the best of their ability in decision making about activities, domestic and any matter in the Home which may affect them.
14. To support relatives and carers and maximise contact as permitted by the Service User's specific circumstances. To support Service Users in maintaining and improving their social network.
15. To promote the services offered by the supported living and domiciliary staff and the Company. To establish and maintain good relations with the community including development of 'Friends' groups. To encourage and participate in social activities for the benefit of Service Users.
16. To develop and maintain good relations with care coordinators and commissioners. The company as an open-door policy and it is the Registered Manager's duty that in particular care coordinators and commissioners feel welcome when visiting the Accommodation.
17. To deal with matters pertaining to the maintenance of the building and equipment.
18. To implement and maintain all requirements specified in the Care Standards Act and as issued by the National Care Standards.
19. To maintain standards of care as outlined by the CQC for the regulated activity.
20. To oversee the implementation of systems of working which enable Health and Safety legislative requirements to be met for example, risk assessments, fire records, COSHH files etc.
21. To ensure mandatory training requirements are met in the company (including directives from TOPSS in relation to staff induction programmes) and that clear, up to date individual training records are kept on every member of staff.
22. To ensure awareness of safeguarding procedures and to ensure these are followed promptly and with complete transparency.
23. To follow guidelines and outcomes set by CQC (Care Quality Commission) for Supported Living Accommodations and Domiciliary Care provisions.
24. To support leadership team with tendering.
25. Monitor the quality of care provided through regular audits, evaluations, and feedback mechanisms, implementing improvements and innovations to enhance service delivery.
26. Keep abreast of developments in mental health care practices, legislation, and regulations, and ensure that the service operates in compliance with all relevant standards and guidelines.

General Requirements:

In addition, there are some general requirements that apply to all jobs in the Company:

1. Participation in staff meetings and training activities.
2. Participation in staff supervision, appraisals and personal development review.
3. Participation in quality assurance and clinical governance systems.
4. Taking responsibility for personal development by keeping up to date of developments in the field of caring for individuals with mental health conditions.
5. All duties must be carried out to comply with:
 - a. Notification of accidents and other Health and Safety requirements.
 - b. Statutory legislation, in particular the Health and Hygiene regulations.
 - c. Nationally and locally agreed Codes of Good Practice.
 - d. Fire Safety precautions.
 - e. Equal opportunity and the company's anti-discrimination policy.

Health and Safety

To be responsible for your own health and safety and that of anybody else whom your acts or omissions may affect.

Safeguarding

Peace Nest Care Homes Ltd is committed to safeguarding and promotes the welfare of the people we support throughout our facilities. All applicants will be subject to robust pre-employment checks prior to appointment; including but not exhaustive; enhanced DBS, and a minimum of two satisfactory references. Our checks will be service and role specific and can be discussed pre application if required.

Diversity

We champion diversity, and we understand the importance of our teams representing the communities and people we support. Here at Peace Nest Care Homes Ltd, you'll find an inclusive environment where you can be yourself and where everyone is driven by the same purpose – helping people live independently, healthier, happier lives and doing our part to make a better working environment where all feel welcome and supported.

Person Specification

Qualifications:

Essential:

- You will be an existing Registered Manager with a minimum of 2 years of experience working at senior level with all the mandatory trainings for a residential care home.
- Your experience will be based within a social care setting supporting adults or children with complex learning disabilities, autism, and/or mental health needs.
- Computer literate.

Desirable:

- QCF Level 5 in Health and Social Care or similar
- Experience achieving a GOOD or OUTSTANDING rating with CQC as a registered manager.
- Full UK Driving Licence.

General Aptitude:

Essential:

- Ability to work under pressure
- Propose and implement effective HR strategies
- Ability to promote residents' rights
- Equal opportunities: non-discriminatory practice
- Ability to work autonomously without direct input from more senior management
- Ability to work flexibly and respond to service needs.
- A thorough understanding of assessing personal support needs and how to write and review comprehensive personalised support plans to include risk assessment.
- Experience of managing budgets and producing / updating business plans
- Able to work as an effective member of the Senior Management Team (SMT) and able to communicate the SMT's visions, views, and decisions to the wider site in a unified manner.
- Flexible with the ability to cover shifts / emergencies – however role is predominately Mon-Fri.
- Comprehensive understanding of positive behaviour support and risk management.

Motivation:

Essential:

- Commitment to promoting and developing the highest quality care standards for individuals with mental health conditions
- To work with the leadership team to ensure that all services within the region are of good quality, achieve high occupancy and meet organisational KPI's,

Knowledge:

Essential:

- Legislation relevant to recruitment & selection
- Health & Safety at Work Act
- Care Standards Act, NSF
- Legislation underpinning practice including the Mental Health Act and the Mental Capacity Act
- Knowledge of local and national codes of practice relating to care of individuals with mental health and learning disability conditions
- Strong understanding of CQC regulations, safeguarding, and person-centred care principles.

Specific Skills:

- Ability to work with other health/care professionals external to the Accommodation
- Developing and training staff
- Supervision & appraisals
- Budget management
- Good communication skills - including the ability to listen attentively to others.
- Interpersonal skills – conflict resolution, active listening
- Excellent leadership, communication, and team management skills.
- IT proficiency, including experience with care management systems and Microsoft Office suite.

Team Skills:

Essential:

- Leadership and a style of management that empowers team members, motivates them to deliver their best performance and fosters collaboration and supportive relationships within the team.
- Experience in a managerial role within supported living and/or domiciliary care.
- This role does include travelling between other sites in Burton on Trent and Surrounding areas. Preferably you will be a driver with access to a vehicle.

Desirable Requirements:

- Level 5 Diploma in Leadership for Health & Social Care (or willingness to work towards it).
- Knowledge of Positive Behaviour Support (PBS)

Benefits of Working with Peace Nest Care Homes Ltd:

- Competitive salary and holiday entitlement.
- Paid volunteering opportunities
- Additional leave + Casual dress + Company socialising events
- Ongoing training and career development opportunities.
- A supportive and collaborative work environment.
- Various employee benefits schemes.
- Generous Company pension
- Gym membership
- Health & wellbeing programme
- On-site parking
- A generous Referral scheme
- Opportunity to make a real difference in people's lives.

If you are a dedicated and experienced leader looking for a rewarding opportunity, we would love to hear from you!

We are an Equal Opportunities Employer

To Apply: Please submit your CV and a covering letter to info@peacenestcarehomes.co.uk

Or Apply Directly via our website on www.peacenestcarehomes.co.uk/

Any Further Questions, please contact:

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Reference ID

- PNCH001