



Daughters of Charity of St. Vincent de Paul

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# Registered Care Manager

St Catherine's - Residential Care Home  
68 Bannatyne Street, Lanark ML11 7JS

Registered Charity Numbers: England and Wales: 236803. Scotland: SC039155

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# Role Profile

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<b>Post:</b>	<b>Registered Care Manager</b>
<b>Salary:</b>	<b>£36,000 to £38,000 per annum (depending upon experience)</b>
<b>Tenure:</b>	<b>Permanent, Full-time</b>
<b>Responsible to:</b>	<b>The Chair of Advisory Board Committee</b>

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## **PURPOSE OF POST**

To lead in the day to day operational management of St Catherine's through effective leadership and delivery of high quality care within the framework of The Care Inspectorate (Scotland) and Essential Standards of Quality and Safety. To work closely with the Sister (Daughter of Charity) who supports residents with their cultural and spiritual needs, to encompass the management of all services within the Home.

To lead and promote the philosophy, values, aims and approach to care of the Daughters of Charity of St Vincent de Paul.

The residents of St Catherine's are all female Daughters of Charity who have retired from active service.

## **SCOPE**

### **LEADERSHIP**

- To provide leadership, guidance, professional direction and to assume overall responsibility for the care, practice and effective teamwork in the Home.
- To provide leadership, and take responsibility for all aspects of Safeguarding within the home.
- To take part in formation/training opportunities in the Vincentian tradition of working and to promote these values to all members of staff.
- To fulfil all duties as Registered Manager in accordance with the Care Inspectorate (Scotland)
- To work with members of the Advisory Committee in developing ideas, initiatives and practices and to share in the monitoring process.
- To attend the meetings of the Advisory Committee and provide regular reports.
- To ensure that the Home's Policies and Procedures, relevant legislation and registration requirements are complied with and to deal with any concerns.
- To initiate the implementation and on-going review of Policies and Procedures and Quality Standards of Care.
- To develop and maintain contacts with relevant Statutory and Voluntary Agencies as well as Social and Health Care Agencies.
- To maintain professional accountability for:
  - care delivered
  - storage and administration of all medication
  - care premises and resources
  - care expenditure
- To be accountable and responsible for the provision of care through a 24-hour period.

- To promote a teamwork approach through strong leadership in an open and friendly working environment
- To manage a team of care staff within a budgeted establishment ensuring appropriate skill mix to maintain the high care standards
- To ensure that care delivery is based on currently accepted best practice that can demonstrate resident assessment, planning, implementation and evaluation to meet the residents' needs holistically, is person centred and that all care is evidenced based
- To abide by the SSSC Code of practice.
- To contribute to and manage an annual expenditure budget effectively and efficiently ensuring budgetary diligence and value for money.

## **KEY RESULT AREAS**

### **MANAGEMENT/LEADERSHIP**

- Work closely with the Sister in Charge to ensure that the aims and developments of the Home are in line with the purpose and values of the Home.
- Lead the staff team to provide a high standard of person centred care based on a Vincentian ethos and philosophy of care which recognises and respects the dignity of each resident as a unique individual.
- Promote and be an advocate and champion for the older person.
- Ensure that rotas, skill mix and leave entitlement are authorised and are sufficient to meet the needs of the Home.
- Promote and maintain good teamwork through the effective use of internal communication where each member of staff is given respect and their contribution valued.
- Initiate and maintain effective Care planning, Quality Assurance Management, Complaints Management, Risk, Health and Safety Management, and evidence based care audits for the Home.
- Maintain all necessary documentation with regard to confidentiality and the Data Protection Act and GDPR and uphold effective and accurate record keeping by ensuring high standards of record and report writing are maintained.
- Ensure a safe environment throughout the home in all areas, complying with health and safety and other legal requirements.
- Lead, participate and positively contribute to meetings for the benefit and improvement of all at the Home
- Ensure the pager communication system is effective.
- Be responsible for and be part of, the on-call rota.
- Demonstrate and lead by example in the delivery of care and effective use of resources.

### **CARE**

- Ensure that all residents are assessed prior to admission to St Catherine's in line with the Admissions Policy to ensure suitability for living in the Home.

- Initiate, participate and or delegate effective assessment, planning, implementation and evaluation of care through the Care Planning process to ensure that the residents have a positive experience.
- Assess the ability and skills of care staff within your responsibility to ensure that they are competent to practise as per Policies and Procedures within their sphere of practice.
- Lead and undertake setting, implementing and developing standards of care, providing evidence-based practice and participating in audit of the same.
- Ensure the correct and active implementation and on-going practice of the key worker concept.
- Ensure residents have an all-round social activity and interest programme that is personalised and meets each individual's needs.
- Pay special attention to supporting opportunities for the residents to fulfil their personal and spiritual needs.
- Ensure that the catering for the Home meets good nutritional standards for the residents.
- Ensure that all medicines are safely received, kept and administered according to the Home's policy and procedures.
- Maintain a supportive, homely environment in a comfortable, warm and friendly atmosphere, taking into account residents' wishes and needs.
- To ensure good communication and personal contact with residents, relatives, members of the Community of the Daughters of Charity of St Vincent de Paul and other visitors.

## **EDUCATION AND TRAINING**

- Actively promote, develop and maintain an environment, which encourages lifelong learning within the Home.
- Participate in training and development of all staff.
- Assume the role of facilitator for the staff, providing support for supervision/continual professional development and review in line with SSSC and Care Inspectorate requirements.
- Participate and lead in annual appraisal and supervision to develop self and staff in line with the Home's policy
- Ensure that all staff undertake the mandatory training requirements.
- Ensure that Evidence Based Practice (EBP) is used to deliver high standards of care and that this is shared
- Identify own learning needs and take responsibility for own professional development

## **Additional Information**

- The post holder must at all times carry out their responsibilities with due regard to the Charity's Equal Opportunities Statement.
- Work in line with the Charity's Safeguarding People from Abuse Policy and Whistle Blowing Policy to ensure that people are kept safe at all times.
- Confidentiality of residents to be maintained at all times.
- The post holder must carry out their responsibilities with due regard to the non-smoking environment of the Charity.
- The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are adhered to at all times.
- An understanding of administering medicines.

- The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act and GDPR.
- Ensure risk assessments are actioned as necessary, in line with policies and procedures.
- The Home is committed to the principle that no member of staff should work on average more than 48 hours per week. Any member of staff who undertakes work outside the Home, regardless of whether they exceed 48 hours or not, must inform their manager of this in writing.

## Genuine Occupational Requirement

We are a Charity which unpins its values and ethos from the teachings and example of St Vincent de Paul and Louise de Marillac, who co-founded the Daughters of Charity of St Vincent de Paul in 1633. Although we employ people of all faiths and none, we require that all employees learn about the Vincentian values which is the driving force of the charity.

There is a genuine occupational requirement for the holder of this post to be female in accordance with the Equality Act 2010.

*The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the post.*

*Job descriptions should be regularly reviewed, if applicable or on a regular basis to ensure they are an accurate representation of the post.*

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## Person Specification

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	Essential	Desirable
<b>QUALIFICATION</b>		
Appropriate for Registration with The Care Inspectorate (Scotland)	✓	
- S/NVQ 4 (or above) Health and Social Care or equivalent	✓	
- Registered Managers Award Level 4, or Leadership and Management in Care level 4/5	✓	
- SCQF level 7 practitioner qualification		
<b>EXPERIENCE</b>		
A similar care setting	✓	
With elderly people	✓	
Management/Leadership	✓	
<b>SPECIALIST KNOWLEDGE/ABILITIES</b>		
Coordinating residents' care – health, social, emotional and spiritual needs	✓	
Expertise in liaising with outside agencies	✓	
Management of staff – supervision and appraisal skills	✓	
Administrative/record keeping, including IT skills	✓	
Knowledge of legislation in relation to Care Homes and Care Standards	✓	
Enthusiasm for creative activities		✓
Willingness to work within a religious setting	✓	
Interest in 'home-making'		✓
Ability to carry out care planning, monitoring & reviewing arrangements	✓	
Good understanding of Health and Safety regulations	✓	
Ability to produce & maintain operational policies & procedures	✓	

<b>APTITUDE</b>		
Communication with colleagues – internally/externally – written/verbal	✓	
Able to organise self and others and make decisions	✓	
Supportive, honest, loyal	✓	
Empathy for residents/relatives	✓	
Multi-professional team working	✓	
Sense of humour	✓	
Able to recognise and act on own and others' strengths/weaknesses	✓	
Ability to balance work and leisure	✓	
Ability to delegate tasks	✓	
Ability to manage stress	✓	
<b>OTHER REQUIREMENTS</b>		
Genuine Occupational Requirement for the holder of this post to be female in accordance with the Equality Act 2010	✓	
Able to participate in Manual Handling procedures	✓	
Availability for flexible working hours and on-call arrangements	✓	
Ability to drive		✓

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## *Salary and Conditions of Service*

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The salient features of Conditions are as follows:

- The salary will be in the range of £36,000 to £38,000 per annum.
- You will be automatically entered into the Royal London Pension Scheme after three months.
- All offers of appointment are subject to receiving satisfactory references and medical clearance and PVG checks.
- All appointments are subject to a 6-month probationary period.

### **Further Information**

We operate a no smoking policy.

We confirm our commitment to equal opportunities in all our activities. It is intended that no job applicant or employee will receive less favourable treatment on the grounds of political belief, sex, sexual orientation, disability, marital status, race, nationality, ethnic origin, religion or social class. Selection and promotion criteria will be kept under review to ensure that individuals are treated on the basis of the job requirements and on their relevant personal merits, and are not disadvantaged by conditions or requirements, which cannot be shown to be justifiable.