



Tigh a'Chomainn Camphill

Role description

Registered Services Manager

Senior Leadership Team

Responsible to: Director and Senior Leadership Team

Responsible for: All regulatory requirements

Purpose

Be the registered manager with the Care Inspectorate for care services
Ensure Tigh a'Chomainn meet national care standards
Ensure effective systems in place for delivery and monitoring of services

Core tasks:

Commit to working with the Camphill ethos and social pedagogical practice
Work as a key member of the senior leadership team to develop Tigh a'Chomainn in accordance with our strategic vision
Undertake the day-to-day leadership and management of the care service
Be an active part of the care and support team working with and supporting the residents who call Tigh a'Chomainn home.
Responsible for the safety and welfare of all living and working in the Community
Prepare and implement care planning including maintaining documentation to evidence and support the delivery of care.
Ensure foundation year and employed co-workers receive high quality regular support and supervision
Co-ordinate the daily living arrangements in the Community
Ensure that all aspects of the care provided in the Community comply with SSSC codes of practice and the standards agreed by the Community in accordance with best professional

care practice.

Rota co-workers to ensure that minimum requirements are met

Provide night cover as required to meet the needs of residents

Responsible for the management and administration of medicine.

Responsible for the review, update and creation of policies and procedures for implementation in relation to the core task of Care and Support.

Lead on health and safety as it relates to the Care Home Service and as it relates to all

Care Inspectorate registered services and ensure that risk

assessments are in place and current and that routine maintenance is completed.

Support residents in the handling of their money and ensure that benefits for appointees are received and managed.

Liaise regularly with the Day Provision Lead to ensure that resident needs are met within their work environment.

Work with the senior leadership team to identify and ensure that the training needs of co-workers in the community are met.

Complete any returns and notifications to the Care Inspectorate

Provide input to contract compliance documentation as required

Maintain an awareness of key legislative changes and how they may impact the service.

Work with the finance officer to prepare budgets, to ensure that resources are expended sustainably in line with allocations and to account for expenditure in accordance with the audit processes.

Uphold and contribute to the social and therapeutic impulse, as part of the Camphill philosophy.

Be present and actively participate in Community and Co-worker meetings and the annual festivals.

Maintain and develop our Community working from principles of social and ecological sustainability.

Personal Responsibilities:

Register with the Scottish Social Services Commission (SSSC), adhere to its Code of Practice and maintain training record as required

Participate in training for your own personal and professional development.

Participate in regular support and supervision sessions and one annual appraisal.

