

## Manager Recruitment Template

Name of Team	Registered Care Homes for people with a learning disability	
Name of Manager	Jo Parry (Group manager)	
Manager's Contact Details	Email: jo.parry@iow.gov.uk	Telephone No: 07976009047

### 1. Pen picture of Teams (points below for illustrative purposes)

Key Activities	<p>To provide support and care to a number of individuals with a learning disability who may have other additional needs including, sensory, physical, autism and or challenging behaviour.</p> <p>Each home develops person centred support for each resident assisting them to be as independent as possible and ensuring that they live life to the full. People are supported to engage in a range of activities inside their homes and in their local community.</p> <p>We work in partnerships with families, friends and other professionals particularly the Island's community learning disability team.</p> <p>Each home is registered with CQC.</p>
Key Outcomes	To promote independence choice and control for everyone living within the homes.
Key Service Users	<p>Everyone supported is an adult over the age of 18 and the age varies according to the makeup of each household.</p> <p>We welcome a diverse range of additional needs together with a learning disability.</p>

etc

### 2. Role of Registered managers

Experience working with people with a learning disability and supervising staff	<p>To be the Registered manager for the home registered with CQC.</p> <p>The Manager will be responsible for ensuring that the CQC standards and regulations are met and that the service achieves a minimal of a good rating across all 5 Key lines of enquiry.</p> <p>The manager needs to have an understanding of all current thinking and good practice for people with a learning disability.</p> <p>To ensure compliance with the Mental capacity act (2005) ensuring that decisions taken for those that lack capacity are always taken in their best interest.</p> <p>To ensure that people are safe and that staff are aware of their role within this.</p>
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Experience of Complexity	<p>The manager needs to be able to prioritise a number of conflicting issues and be able to delegate work to the staff team and oversee this work.</p> <p>The manager will need to have oversight of all care and support plans ensuring needs are met as well as wishes and aspirations for people being supported. The manager will need to manage risks and ensure that appropriate documentation is completed and reviewed.</p> <p>The manager will need to support and supervise a large staff team ensuring that learning and developments needs are met in a timely fashion.</p>
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Oversight of Practice	The manager will be a practice lead ensuring that the principles of Active support are followed and that the people living in the home are engaged in a variety of activities and relationships throughout the day irrespective of the degree of disabilities or other support needs.
Supervision of Staff	<p>To promote and facilitate the expertise and knowledge with colleagues positively and assist with team and individual development.</p> <p>Highlighting training needs and change in service delivery as well as providing regular supervision and appraisals.</p>

### 3. Role of Senior support workers in teams

Key Activities	<p>To support the Registered manager to develop person centred support that is compliant with CQC standards and regulations.</p> <p>To deputise for the manager in his/her absence</p>
Key Competencies	<p>Knowledge of CQC regulations and standards</p> <p>Knowledge of the principles of the Mental capacity Act</p> <p>Working in a person centred way mindful of the need to treat people with dignity and respect at all times</p> <p>Ability to administer medication safely</p> <p>Knowledge of safe guarding principles and good practice</p> <p>Lead a team of staff on a day to day basis.</p>
Key Outcomes	<p>To promote person centred support and support autonomy in decision making when the individual has capacity. To ensure that all decisions are made in the persons best interest when they do not have capacity.</p> <p>Apply policies, procedures, code of conduct and good practice emphasising professionalism at all times.</p> <p>The Senior will be a practice lead ensuring that the principles of Active support are followed and that the people living in the home are engaged in a variety of activities and relationships throughout the</p>

	day irrespective of the degree of disabilities or other support needs.
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#### 4. Role of Support workers

Key Activities	<p>To support individual with a learning disability to engage in a number of meaningful activities and relationships throughout the day and evening.</p> <p>To support individuals with personal care where necessary including assisting people with toileting needs and to help with eating and drinking.</p> <p>To promote independence and choice and at all times treat people with dignity and respect.</p>
Key Competencies	<p>Following learning and development support workers will:-</p> <p>Provide assistance to support people to engage in activities including housework and shopping</p> <p>Provide personal care</p> <p>To administer medication</p> <p>To ensure that people are safe</p> <p>To make written records as required to do so by the manager</p>
Key Outcomes	<p>Apply policies, procedures, code of conduct and good practice emphasising professionalism at all times.</p> <p>Assist people within the principles so that the people living in the home are engaged in a variety of activities and relationships throughout the day irrespective of the degree of disabilities or other support needs.</p> <p>Support people living in the home with independence choice and control</p>