

JOB DESCRIPTION

JOB TITLE: Supported Living Manager

ACCOUNTABLE TO: Regional Manager

RESPONSIBLE FOR: Assistant Manager and Support Workers

KEY PURPOSE OF ROLE:

To effectively develop and manage a team of staff in providing person centered support to individuals with a learning disability, thus enabling them to live within their own home, increasing their independence and decision making and ability to actively participate in their community.

RESPONSIBILITIES:

- To assume first line-management responsibility of supported living houses within your area.
- To effectively manage the performance of the individual staff and the team as a whole, ensuring a high quality of service delivery at all times.
- To manage and monitor the use of all financial resources.
- To manage and monitor Human Resources and staffing levels to ensure contractual compliance and to work within agreed budgets.
- To directly support and supervise individual support staff and teams; ensuring that regular and consistent supervisions and appraisals are provided, in line with organisational policies and procedures.
- To manage a service which meets the best possible outcomes for the individual, including regular consultation with them and staff to identify any areas for development/improvement.
- To promote the interests of all individuals within the community, maximising community integration opportunities.
- To ensure that individuals are supported in a manner that maximises individual's skills and provides the opportunity to develop new skills to enable increased independence.
- To ensure that staff are provided with the required training and development opportunities in order to fully equip themselves to carry out their role effectively.

- To create, develop and sustain partnership working relationships with the Commissioning Authority, Health, other external agencies, families, advocates etc.
- To contribute fully towards Perthyn's quality assurance processes, ensuring evident continual improvement.
- Develop, maintain and evaluate systems and structures to promote the rights, responsibilities and diversity of people.
- To ensure compliance with all of Perthyn's policies and procedures.
- To take responsibility for your own performance and professional development – along with that of the staff team. This will include appropriately responding to areas of poor performance.
- To lead the work of teams and individuals to achieve their objectives.
- To attend and facilitate team meetings as required – ensuring that any issues of concern are addressed appropriately.
- To act as a positive role model by providing 'hands-on' support as required and agreed by your line manager
- To undertake any training and development initiatives identified by the Regional Manager.
- Any other duties, commensurate with the grade and responsibilities of the role.

PERSON SPECIFICATION

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Minimum 5 years' experience of working in the learning disabilities field. • Experience of motivating, leading and supervising a staff team. • Experience of monitoring care and service provided to a tenant. • Two years' experience of working with people who challenge. • Able to deal with and negotiate effectively with Multi-Disciplinary teams. 	<ul style="list-style-type: none"> • Direct experience of staff management. • Experience of disciplinary matters and procedures.
Qualifications	<ul style="list-style-type: none"> • QCF Level 2 in Health and Social Care or equivalent. • Knowledge of the Mental Capacity Act and its practical application. • Commitment to working towards QCF Level 5 and/or relevant qualification. • Knowledge of the Care Standards Act and how this impacts on these houses. 	<ul style="list-style-type: none"> • QCF Level 5 Diploma in Health and Social Care (Registered Manager's award) or equivalent. • D32/D33 (Assessor's Award). • Knowledge of relevant legislation.
Competencies and Skills	<ul style="list-style-type: none"> • Able to implement and manage a consistent approach to change. • Able to advocate on tenants behalf with G.P.s, dentists, chiropodists etc. • Able to maintain an effective staff rota considering scheme & tenants needs. • Able to communicate effectively orally and in writing. • Able to manage time effectively. • Able to manage house budget/finances. • Able to identify staff development/training needs. • Able to effectively lead a staff team. • Able to demonstrate effective strategies for enabling user participation and development in managing difficult behaviours. 	

	<ul style="list-style-type: none">• Able to co-ordinate and manage tenant's activities.• Able to maintain effective working relationships with internal and external bodies.	
Knowledge	<ul style="list-style-type: none">• Knowledge of relevant Health and Safety legislation.	
Other	<ul style="list-style-type: none">• Must hold a current, valid U.K driver's licence and be prepared to travel as required.• Must be prepared to respond out of normal working hours.	