

 <p>PBT SAFER CARE LTD <i>Safer Space for Better Outcomes</i></p>	Job Title:	Domiciliary Care Manager
	Reporting to:	Registered Manager / Director

JOB DESCRIPTION

Summary of Role

Domiciliary Care Manager

You will have experience of Domiciliary Care/ homecare service delivery with excellent working knowledge of the essential standards and statutory inspections in domiciliary care. Experience of developing strong relationships with health professionals, including GPs and social workers.

A great opportunity to be involved with the development of this branch - you will use previous knowledge, experience and relationships to develop, build and grow a homecare service working within a provider whom has had success nationally you will be given the support and expertise required to succeed.

As a Registered Manager/ Manager some of your responsibilities will include:

- Supporting and managing staff
- Support the recruitment and training process, looking to increase awareness in the locality
- Manage the branch effectively in line with CQC standards
- Support care teams to fulfil their roles and deliver a great service
- Build relationships with service users, family members and the multi-disciplinary teams
- Liaise with all relevant allied health professionals
- Work closely with the business and management team to grow the service
- Responsibility for ensuring that safeguarding alerts are managed
- Attend and contribute to management meetings and risk management meetings as required, including preparation of required management reporting
- As a new service bring ideas/ suggestions to grow the service

ESSENTIAL REQUIREMENTS

Must have experience within domiciliary care

Must have NVQ L5 or equivalent or at least working towards

Be prepared to become CQC Registered Manager

PERSON SPECIFICATION

Experience	Essential/ Desirable
Educated to GCSE level in Maths and English or equivalent Level 2 qualification	Essential
A relevant professional Qualification at Level 3 or Higher in Care or Management e.g., NVQ/SVQ, QCF Award Certificate or Diploma (also known as BTEC Professional Award, Certificate, Diploma)	Essential
Previous experience of working with young adults with learning disabilities and Autism	Essential
Experience of following care/ support plans	Essential
Experience working in a support/care setting	Desirable
Skills and Abilities	
Ideally a minimum of four years' experience preferably within Supported Living Services, providing support for clients with learning disabilities and complex cases.	Desirable

Ability to work calmly, efficiently, and accurately under pressure	Essential
Initiative and confidence to make decisions	Essential
Supporting people with dignity and respect	Essential
Basic IT literacy and numerical skills	Essential
Excellent interpersonal skills, with the ability and confidence to generate and build effective relationships with colleagues, customers, and stakeholders	Essential
Understanding of safeguarding adults at risk	Essential
Able to work as part of a team	Essential