**House Manager**

**Salary £31,574 per annum**

## Job Description

## A little bit about us….

Garvald West Linton provides residential care, creative work opportunities and Day Services for adults with learning disabilities. The residents and staff together make up a community of approximately 130 people. There are five residential houses. On average, there are seven residents in each house with one House Manager, one Deputy House Manager and a group of care staff including night duty staff, spread across five residential care homes and our Workshops.

## Our Ethos

The aim of Garvald West Linton is to meet the physical, emotional and spiritual needs of the individuals we support.

## Main Purpose of Role

The **House Manager** oversees all activities within the House ensuring the quality of the care and support provided meets national standards and our Garvald ethos. Through personal contribution and through their team they provide a safe and secure home for their residents and ensure they are treated with dignity and respect. This is normally achieved by living (albeit in separate accommodation) with the residents. It is also the House Manager’s duty to ensure house staff are sufficiently skilled, motivated and empowered to deliver care in a safe and nurturing environment.

## Key Priorities

* To ensure that a holistic approach (based on Rudolf Steiner’s principles) is applied in practice, striving to meet the needs of the whole human being and working to create a healthy social atmosphere in the house.
* To ensure the House operates within the policies and procedures of Garvald West Linton.
* To ensure residents’ care plans are properly implemented within SSSC guidelines.
* To ensure Care Inspectorate standards are met and maintained.

## Tasks

**Relating to Residents**

* Liaises with local health centre to organise residents’ regular appointments, repeat prescriptions and ensure resident is added to GP weekly visit list when necessary.
* Arranges personal care appointments e.g., hairdresser, dentist, podiatrist, pamper sessions as and when required.
* Completes all necessary administration in relation to residents’ banking and financial transactions
* Attends Learning Disability Team meetings to review residents’ progress and arising issues including behavioural and mental health concerns, changes to prescriptions, side effects from new drugs etc.
* Supervising and being responsible for all controlled medication for residents
* Ensures residents’ Care Plans and Risk Assessments are kept up to date, and reviewed every 6 months.
* Along with Deputy House Manager hold six monthly review meetings with parents, social workers etc.
* Co-ordinates outings, visits and holidays for residents, ensuring appropriate staff cover is in place including 1-2-1 support where necessary.
* Reports any incidents involving residents, including report completion and informing parents, social workers and any other relevant parties.
* Reacts and responds promptly and appropriately to every day matters that may arise in relation to residents’, ensuring their welfare and safety is paramount at all times.
* Carries out care duties in the House when required (please see **Carer** job description for more detail).
* Ensures festivals are celebrated within their house.

**Relating to Staff**

* Supports House staff (Deputy House Manager, Carers, Cooks, Night workers) to fulfil their roles in respect of the care and wellbeing of residents including conducts regular supervision meetings with team members to identify and discuss challenges and concerns, and to review training requirements. These should be conducted 6-weekly.

**Tasks (Cont’d)**

* Co-ordinates and distributes the staff rota to ensure adequate cover is in place at all times and manages staff absence.
* Liaises with relief ‘bank’ and employment agencies to secure adequate cover where staff shortages are recognised.
* Regular attendance at Staff and other meetings (e.g., Workshop Leaders) both to contribute. information and to ensure an awareness of what is happening elsewhere within the community, to act it where appropriate and to disseminate information to their team(s).
* Regularly communicates and liaises with colleagues (CEO, Residential Manager, Day Services Manager, House Managers and Deputies, Accountant, Office Administrator, Workshop Leaders and Therapists), to share information and to seek necessary advice and support.
* Ensures inductions are carried out for all new members of staff.

**Relating to Administration and Maintenance**

* Responsible for all aspects of Health & Safety within their house including ensuring that appropriate risk assessments are carried out and updated as required and all relevant H&S paperwork is accurate and up-to-date.
* Facilitates necessary house maintenance and ensures it is carried out in a timely manner.
* Conducts interviews with prospective candidates and liaises with CEO regarding all relevant processes and procedures for recruitment.

It is a requirement for all House Managers to be registered as Managers with SSSC.

**Person Specification**

## Qualifications

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| **Essential**  | **Desirable**  |
|  | SVQ 4 Health and Social Care and/or Management Leadership. Degree level qualification such as; BA Curative Education or BA in Social Pedagogy or other qualification that allows registration with Scottish Social Services Council (SSSC) at a manager level or, willing to work towards such a relevant qualification.  |

## Knowledge and Experience

* Knowledge and experience of working or living with adults with learning disabilities.
* Knowledge of anthroposophical approach and/or Rudolph Steiner approach or Social Pedagogy.
* Minimum of three years’ experience of managing and/or supervising staff in a care setting.

## Skills and Abilities

* Skilled people manager with the ability to give and receive feedback to improve individual and team performance
* Excellent verbal and written communication skills with specific ability to communicate with a range of stakeholders and represent the needs of residents’ and staff alike
* Confident in identifying behaviour that may obstruct the achievement of House duties and proactively manages team conflict when required
* Ability to prioritise and plan own time while managing others in team as necessary
* Computer literacy with knowledge of MS Office packages, email and internet use
* Ability to work within a set budget and provide relevant updates relating to spend etc.

## Personal Attributes

* Commitment to embracing and pursuing the principles of social therapy (based on the Rudolf Steiner principles) and their application in a residential setting.
* Flexible and resilient with the ability to react quickly and appropriately to escalating situations.
* Self-awareness and a positive outlook with confidence and belief in own abilities.
* Logical approach to problem solving and decision-making.
* Confident in ability to work with individuals who exhibit challenging and complex behaviours.
* Must hold a full and valid driving licence.

This position involves working with vulnerable adults and is therefore exempt from the provisions of the Rehabilitation of Offenders Act 1974. Therefore, disclosure of criminal convictions is requested from all applicants, and if successful in your application, this will be followed up by application for registration to the Protection of Vulnerable Adults Group. All applicants can be assured that the information will be dealt with confidentially and will not be used to discriminate against them unfairly.