



Job Description

Job title: **Bethel House Manager**
Reports to: **Chief Executive Officer, Hebron Hall (line manager)**
Responsible Individual, Bethel House

General statement

It is a fundamental principle of Hebron Hall that Bethel House is an expression of committed Christian care. All staff must, therefore, be sympathetic to this aim and be prepared to be fully involved in the life of the home.

There is an Occupational Requirement that the Manager of Bethel House is a practising Christian who is able to uphold the Christian faith in line with Hebron Hall's Vision and Purpose. As well as maintaining the overall Christian ethos, the post holder will lead devotions and services in the home, will represent Bethel House at local church prayer meetings, services and Bible study groups, will be available to residents and staff to share in individual and corporate prayer and will also organise special events and services, all of which necessitates a real Christian commitment.

Notwithstanding this, Hebron Hall is committed to diversity amongst its employees and will not discriminate on grounds unrelated to our ethos. We believe that defining our occupational requirements does not restrict, but enhances our commitment to diversity.

Owing to the nature of this position, any offer of employment will be subject to a satisfactory disclosure report from the Disclosure and Barring Service (DBS) and regular Covid-19 tests.

Purpose of position

The Manager's role is to take an active lead in caring for our residents by providing a loving and caring environment and maintaining the Christian ethos that is so important to them.

Many administration tasks normally associated with a care home manager's role are dealt with by other team members within the charity, enabling the Manager to concentrate on ensuring the wellbeing of all our residents.

The job can be summarised under four main headings:

- a) Providing the highest standard of professional care
- b) Ensuring that the home remains fully compliant with CIW and other regulators
- c) Managing and supervising the staff team
- d) Sustaining the pastoral and spiritual life of the home for residents and staff team

Responsibilities

1. Oversight of the provision of care and of staff to ensure CIW regulatory compliance
2. Positive and active interaction with CIW and Social Care Wales
3. Providing senior cover for Bethel House day and night, ensuring that there is on-call provision at all times
4. Assessment of potential residents to determine whether Bethel House is the best place to meet their care needs
5. Creating, maintaining and regularly reviewing residents' care plans
6. Initiating, maintaining and documenting working practices
7. Ensuring that a comprehensive programme of spiritual, physical, mental and social engagement is maintained
8. Taking responsibility for devotions and services in the home, including regular participation on the rota
9. Being available to residents and staff to share in individual and corporate prayer
10. Maintaining a positive and constructive relationship with relatives, visitors, social workers and healthcare professionals
11. Working with the relevant authorities in relation to POVA, DoLS and Safeguarding issues
12. Initiating and reviewing policies and procedures to ensure that statutory requirements are met and that best practice is observed throughout Bethel House at all times
13. Taking responsibility for audits and quality assurance throughout Bethel House
14. Keeping up to date with relevant changes in policy and regulation
15. Appointment, supervision and appraisal of staff
16. Ensuring that all care duties are covered if staff are unexpectedly absent
17. Ensuring that staff training needs are identified and that personal development plans are in place
18. Undertaking continuous professional development to ensure training and qualifications are maintained and your own knowledge and skills are developed further
19. Working with the Chief Executive Officer on the physical environment and strategic development of Bethel House
20. Ensuring that the highest standards of hygiene and cleanliness are maintained
21. Maintaining a close working relationship with the Centre Office to ensure administrative and financial functions are co-ordinated
22. Overseeing the management of residents' personal allowances
23. Overseeing a varied menu and ensuring that the dietary needs of residents are met
24. Maintaining adequate supplies of food, cleaning materials, first aid supplies
25. Overall safety and security of the home

26. Providing excellent customer care, ensuring that telephone and personal callers are dealt with in a friendly, efficient and professional manner
27. Promoting Bethel House to maximise occupancy and ensure that contacts are followed through and progressed toward occupancy as far as reasonably possible
28. Attendance at local Care Home Provider meetings and functions
29. Representing Bethel House at local church prayer meetings, services and Bible study groups
30. Carrying out the duties of 'responsible officer' for the Home when you are on duty, as required under Health and Safety, Public Health and Fire Regulations
31. Ensuring that Bethel House complies with Health & Safety, Public Health and Fire Regulations
32. Being present at inspection visits of external bodies and ensuring that points raised are actioned
33. Taking an active part in developing the role of the Manager in conjunction with the CEO for the good of Bethel House and of Hebron Hall as a whole
34. Taking an interest in the strategic aims of Hebron Hall and actively and positively communicating developments to staff through team meetings and individually

In addition to the duties and responsibilities listed, there will be a requirement to perform other duties assigned by line managers from time to time.

Minimum knowledge and experience requirements

The post holder must be suitably qualified to satisfy the requirements of a Registered Manager under The Regulation and Inspection of Social Care (Wales) Act 2016 as expected by CIW and will be registered with - or suitable to be registered with - Social Care Wales.

Level 4 - Preparing for Leadership and Management in Health and Social Care (minimum).

Level 5 - Leadership and Management in Health and Social Care (preferred).

Level 3 - Safeguarding Adults.

Level 3 - Food Safety and Hygiene for Supervisors and Managers.

Experience either as a care home Registered Manager or Deputy Manager.

Proficiency in Microsoft Word, Excel and Outlook.

Familiarity with a computer-based care management system, especially *CareDocs*, would be an advantage.

A full UK driving licence and car ownership (with Class 1 Business insurance cover) is essential to this role. Out of pocket expenses will be paid for business use of private car.

Remuneration package

Salary:	£42,000 pro-rata salary (from April 2022), subject to review annually in April
Working hours:	40 hours per week (possibly 24 or 32 hours per week with salary pro-rated)
Pension:	5% employee contribution, 7.5% employer contribution
Life assurance:	Death in Service benefit equivalent to 2 years' salary
Holiday entitlement:	33 days per annum FTE including public holidays, increasing with long service
Additional benefits:	Free use of on-site swimming pool, tennis courts and leisure facilities Free on-site parking, subsidised meals when on duty
Accommodation:	Accommodation on site may be available on a temporary basis for a successful applicant looking to relocate to the area