

Unit Manager (Care Village)			
Reference No:	A4306		
Service:	Older People, Residential and Day Services		
Job Family:	Social Services/Social Work/Social Care	Grade:	FC9

Purpose
The Unit Manager will be responsible for the operational management of a 60-bed care home with associated services and will contribute to the strategic direction of the service in line with local and national drivers for change, e.g. Health and Social Care Integration. The Unit Manager will demonstrate creativity, imagination and innovation in leading a team of staff to deliver high quality person centred services which meet the needs and aspirations of individuals in accordance with the standards laid down by the Care Inspectorate and SSSC. The Unit Manager will work collaboratively with key stakeholders.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Responsibility for the effective delivery of a range of short-term services within the care home which aim to prevent unnecessary admissions to long-term care and which contribute to reducing delayed discharge from hospital, e.g. day care, respite care and intermediate care. Promoting an enablement model of care with all service users.	An extended period of experience of overall management of a care resource Overall management experience of complex care situations Experience of managing staff	✓ ✓ ✓	

Role Profile

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Managing resources and the devolved budget allocated to the unit. Ensuring that National Care Standards, local and national policy, procedures and guidelines are implemented and that they inform working practice. Establishing and maintaining sound administrative systems including those relating to client recording, stock control, budgeting and financial control, and ensure that these are aligned to Council processes. Participating in assessing of potential service users and developing and maintaining an ongoing assessment and care plan programme to ensure individuals can realise potential. Promoting the highest standards of professional practice. Providing strong leadership and direction to the staff group. Developing and maintaining mechanisms for staff and service user consultation and participation in the delivery of services. Developing and maintaining mechanisms for staff and service user consultation and participation in the delivery of services Monitoring and managing individual and team performance and ensuring that appropriate quality assurance mechanisms are in place.	Experience of managing a budget Must hold a relevant practice qualification from one of the following - SVQ Social Services and Healthcare at SCQF Level 9 - BA (Hons) Social Work (or equivalent) - Degree or Diploma in Community Education or equivalent as recognised by the Standards Council for Community Learning and Development for Scotland Approvals Committee - A qualification meeting the registration requirements of the General Teaching Council (Scotland), Nursing and Midwifery Council or the General Medical Council. - A qualification meeting the registration requirements for the following professional groups regulated by the Health and Care Professions Council: Occupational Therapists , Art, Music and Drama Therapists, Physiotherapists, Speech and Language Therapists ,Practitioner Psychologists. Must also hold one of the following management qualifications - SVQ 4 Leadership and Management for Care Services (LMCS) at SCQF Level 10 - Any award in management that is certificated at or above SCQF Level 8 (minimum of 60 credits) showing evidence the award has been mapped against the National Occupational Standards (NOS): Leadership and Management for Care Services	✓ ✓ ✓	

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Ensuring the safe recruitment and selection of appropriate personnel. Undertaking and arranging for the support and supervision of staff. Identifying individual and team training and development needs and contribute to the workforce development plan for the service. Responsible for 'Managing People' processes including Attendance Management, Grievance and Disciplinary Procedures.	Effective leadership and management skills Experience of motivating others and lead teams through significant change Ability to attend meetings throughout Fife Experience of managing multi-disciplinary teams	✓ ✓ ✓	✓
Promoting and developing all services within the unit and links with the local community.	Work effectively with other agencies and stakeholders Experience of assessing and managing the support needs of older people with complex needs	✓ ✓	
Establishing and maintaining professional relationships in respect of service users, carers and colleagues.	Experience of using quality assurance processes IT skills Experience of delivering a quality service within allocated resources	✓ ✓ ✓	
Promoting the development of social and recreational activities.	Experience of managing people through HR processes	✓	
Ensuring that all policy and legislative requirements are met.	Knowledge of Health and Safety requirements	✓	
Contributing to service wide developments and training.	Communication skills Must have a person centred approach Negotiation skills Problem-solving skills Assertiveness	✓ ✓ ✓ ✓ ✓	

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Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required			
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.			
Additional Information – the following information is available:	Expected Behaviours		
- Skills Framework (if applicable) How we work matters	Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values. Please refer to How We Work Matters Guidance to learn more.		