\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_NURSING HOME

JOB DESCRIPTION

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| **JOB TITLE**  **RESPONSIBLE TO**  **HOURS OF WORK** | **: MANAGER**  **: DIRECTOR OF NURSING**  **: 40 HOURS PER WEEK** |

## Person Specification

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| **Requirements** | **Essential** | **Desirable** |
| **Registered Nurse** | Essential |  |
| **Relevant post registration experience** | Essential |  |
| **Undertaking/gained Registered Manager’s award (or equivalent)** | Essential |  |
| **Deputising/management experience** | Essential |  |
| **Knowledge of dementia** | **Essential** |  |
| **Ability to communicate at all levels** | Essential |  |
| **Car driver** | Essential |  |
| **Knowledge of Employment Law** |  | Desirable |
| **Knowledge of the private sector** |  | **Desirable** |
| **Knowledge of the Health & Social Care Standards** |  | Desirable |

## Company Background

The Randolph Hill Group operates nursing homes offering long and short-term care to those with particular medical needs, especially frail elderly people. Each Home’s philosophy is to provide competent, skilled and empathetic individual care.

**The Company is committed to future expansion. Therefore each unit must operate on a professional business basis, maintaining budgeted profit margins.**

## Job Purpose

**To operate an economically viable home to the highest possible standards within company budgets**

**To project a professional approach to the care of the residents, setting high standards in all aspects of work and appearance**

**To abide by the NMC code of professional conduct**

To maintain a safe, healthy, happy environment for residents

**To involve residents whenever possible so they feel in control of their lives and participate in changes to the service**

**To treat colleagues with respect and ensure teamwork is good**

## Key Result Areas

**Control of Expenditure -**

(a) Ensuring staff numbers are at acceptable levels and motivating and training staff;

(b) Monitoring kitchen costs;

(c) Monitoring cleaning and maintenance costs;

(d) Monitoring heating and lighting to minimise waste

Monitoring of standards throughout the Home

**Ensuring confidentiality is upheld**

**Staff training and meetings informing staff of changes and keeping up to date**

Appointing staff suitable for positions

**Identifying and implementing methods of improvement in all areas**

**Ensuring compliance with all company policies and practices**

**Maintaining good working relationships with relevant personnel**

**Achieving and maintaining highest possible occupancy**

**Promoting and showing loyalty to the company at all times**

Ensuring the Home complies with all regulatory and statutory obligations

Implementing change based on feedback and suggestions from residents, relatives and staff to improve the service

**Assignment and Review of Work**

**To achieve four weekly budgets and be accountable for any overspending**

**To complete Head Office reports timeously and accurately**

**To use company documentation to audit Home and use results to improve service**

**To set goals and targets and assess regularly**

## To keep regular contact with immediate supervisors and relay any problems or indiscretions

**To report any complaints immediately to Director of Nursing and relevant statutory agencies**

**To keep up to date with new policies or regulations and inform staff**

## Communications and Working Relationships

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| --- |
| **To be responsible for implementing and assessing staff induction and on-going training**  **To liaise with the SCSWIS, social services, GPs, etc., to gain their co-operation and enhance the Home's reputation**  **To communicate all changes in policies, practices and legislation to staff and review their understanding**  **To keep written records accurately**  **To communicate up as well as down the line, to minimise the possibility of misunderstanding**  **To motivate and encourage staff in their performance. Where the performance is not satisfactory, identify development needs by counselling or disciplinary measures where necessary**  **To seek advice from Director of Nursing for employment law and operational issues** |

Most Challenging Part of Your Job

To operate the Nursing Home in a totally professional business manner with highly motivated staff while maintaining a comfortable, warm, homely feeling within the Home.

**This job description indicates main duties and responsibilities of the post. It is not intended as an exhaustive list.**

**Please sign, print your name and date below to indicate your acceptance of this job description**

**Signature of Staff Member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_