

Job description

Answerable to:

Will form a key part of the Leadership Team,

Will be answerable to the Board of Trustees

Purpose

Commitment to working with the Camphill ethos and social pedagogical practice

Will be the registered manager with the Care Inspectorate for care services

Work to ensure we meet national care standards

Will undertake the day to day leadership and management of the care provision

Will ensure effective systems in place for delivery and monitoring of services

Core tasks

To be an active part of our core care and support team working with and supporting the individuals who call Tigh a'Chomainn home.

To be responsible for the safety and welfare of all living and working in the household.

To prepare and implement care planning including maintaining documentation to evidence and support the delivery of care.

To support and supervise volunteers and employed staff in the household.

To co-ordinate the daily living arrangements in the household and to ensure that all aspects of the care provided in the household comply with SSSC codes of practice and standards agreed by the Community in accordance with best professional residential care practice.

To rota co-workers ensuring that staffing requirements are met.

To be responsible for the management and administration of medicine.

To be responsible for the review, update and creation of policies and procedures for implementation in relation to the core task of Care and Support.

To lead on health and safety as it relates to the provision of care, ensuring that risk assessments are in place and current and that routine maintenance is completed.

To support residents in the handling of their money and ensure that benefits for appointees are received and managed.

To liaise with workshop leaders to ensure that residents needs are met within their work environment.

To work with the senior leadership team to identify and ensure that the training needs of volunteers and employed staff in the community are met.

To uphold and contribute to the social and therapeutic impulse, as part of the Camphill philosophy. To be present and actively participate in the annual festivals.

To maintain and develop our Community working from principles of social and ecological sustainability.

Complete any returns and notifications to the Care Inspectorate and to provide input to contract compliance documentation as required.

Maintain an awareness of key legislative changes and how they may impact the service.

To work with the finance officer to prepare budgets, to ensure that resources are expended sustainably in line with allocations and to account for expenditure in accordance with the audit processes.

To work as a key member of the senior leadership team to develop Tigh a'Chomainn in accordance with our strategic vision.

For more information about Tigh a'Chomainn Camphill: **camphilltac.org.uk**

To apply:

Please send your CV and a covering letter to Tom Marx,

tom@camphilltac.org.uk

For more information or to discuss the role please contact Tom Marx,

tom@camphilltac.org.uk

Job Types: Full-time, Permanent

Salary: From £37,500.00 per year

Benefits:

- Company events

Work Location: One location

Application deadline: 28/04/2023

Expected start date: 05/06/2023