



Job Description

Job title: CQC Home Manager

Service: Tier 3.5

Hours: 37.5 hours per week

Salary: £38,000 - £45,000 per annum

Location: Various homes across Oldham, Tameside and Liverpool

Great Minds Together are a not-for-profit community interest company that provides bespoke wraparound support services and intervention for children, young people, and families who have special educational needs and disabilities and/or social, emotional, and mental health needs. Our ethos as an organisation is to provide better outcomes for children, young people, and their families.

We are looking for individuals who have a passion for working with children, young people, and their families. You will have the resilience to continue to work with children & young people with either/or special educational needs, disabilities social/emotional, and mental health needs who may present with distressed behaviours as a result of previously unmet needs. You will strive to achieve good outcomes and support both the young person and their families with any concerns they may have. We work alongside other professionals and agencies towards our shared vision to achieve a better quality of life for children, young people, and their families.

Role

As our CQC Home Manager you will be on site and working to support the operations of our Tier 3.5 service.

You will be responsible for the day to day running of the site they are based at, and you will work flexibly with the needs of the young people we support.

Main Duties and Responsibilities

- Oversee the registration in accordance with CQC regulations.
- Ensure all intervention plans/ MASPs and care are up to date and effectively shared with the MDT.
- Attend all MDT / Care & Placement planning and pep meetings in respect of the young person.
- Manage tasks such as the coordinator of maintenance and repairs on the property, cleanliness of the home and the ordering of stock/ food/ medication.
- Oversee the booking and coordination of health appointments and activities.
- Manage budgets for the home.
- Provide weekly updates to direct line management.
- Conduct and attend regular team meetings.
- Take personal responsibility to complete actions agreed in said meetings.
- Lead staff supervisions, appraisals and performance review meetings.

Due to the nature of the work of Great Minds Together, tasks and responsibilities are, in many circumstances, unpredictable and varied and may include weekend and evening working. All staff are, therefore, expected to work in a flexible way when the occasion arises, when tasks not specifically covered in their job description must be



undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work, and they will normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.

Skills and Knowledge

Skills

- Passion for working with children and young people, supporting the learning of others to ensure good practice across the service.
- Good interpersonal, communication and active listening skills.
- Have commitment, resilience, and a tenacious professional attitude.
- Be solution focused and use your initiative whilst also knowing when to seek advice and help.

Knowledge

- Strong understanding of CQC regulations

Experience

- Experience of working in a similar role such as being a Registered Manager or working in the social care sector.
- Experience of working in a CQC registered home.
- Experience of auditing documentation – electronic and hand-written

Expectations

To always work in line with the values of Great Minds Together, ensuring that the standard of support provided to families is the best it can be, that all staff operate in an understanding and non-judgemental way. To ensure that all documentation and correspondence produced by the staff at Great Minds Together is of the highest standard, and relationships with professionals are positive and balanced even where there may be need to professionally challenge.

Ethos and Culture of Great Minds Together

I am passionate about improving the lives of Autistic children and adults and committed to Great Minds Together's values, culture, and ethos. I will represent Great Minds Together in a positive manner and will always behave professionally. I will demonstrate empathy and support towards families and collaborate with staff and volunteers in the Great Minds Together team.

Vision:

"Our shared vision is for every person we support to live a life they enjoy and is meaningful to them at every stage"

Mission:

"To support and empower autistic and neurodivergent individuals through the provision of holistic person centred services, whilst promoting training, wellbeing, inclusion and acceptance regionally and nationwide"



Values:

Passionate; Inclusive; Empowering; Ambitious; Open; Innovative

Great Minds Together Six Core Values

We are fully inclusive and operate with integrity

We celebrate Neurodiversity

We are a learning & reflective organisation

We afford opportunities to those who have not followed the standard route to further education

We demonstrate balanced perspectives at all times

We are honest, open & transparent

We go above and beyond the call of duty for our young people, families and staff

We are solution focussed