

Care Manager: (SOC 1242) Job description

As a care manager/ care coordinator, you'll be responsible for all aspects of the day-to-day operations within the care setting, including assistance in recruiting and managing staff and ensuring that the quality of the services provided meets national care standards.

Roles and responsibility:

- ensure the delivery of quality, person-centred care
- manage budgets and the financial effectiveness of the setting
- recruit, train and supervise staff
- take on a visible leadership role
- maintain quality standards and ensure health and safety compliance
- liaise with and maintain partnerships with other local community organisations
- ensure any regulatory activity, such as personal care and administering medicines, is delivered within regulations
- provide information, advice and support to residents' families
- organise activities for residents and actively promote their independence.

Working hours:

Residential care is a 24-hour, year-round service and you'll usually work between 35 and 40 hours per week. This may include shifts, evening and weekend work.

Qualifications & Experience:

Although care management isn't a degree-entry profession, many care managers have management and leadership qualifications and some go on to do further qualifications within their areas of specialism, for example, in dementia or autism studies.

Having a qualification in nursing, social work or occupational therapy, or a health and social care-related degree, will increase your chances. Having healthcare experience and working at senior level are desirable.

Skills:

You'll need to have:

- excellent interpersonal skills and the ability to communicate with a range of people through a variety of methods
- excellent written skills for writing reports
- a passion for working with people and providing person-centred care
- leadership and management skills, with the ability to motivate others
- the capacity to work under pressure and to take a problem-solving approach to work
- effective organisational and time-management skills with the ability to prioritise your own and others workload
- numerical skills for managing budgets

- an understanding of accountability to ensure compliance with company policies and regulatory requirements.

You'll also need the right values and behaviours to work in social care. These include:

- adaptability
- compassion
- courage
- empathy
- imagination
- integrity
- respect
- responsibility
- confidentiality
- treating people with dignity.

Salary:

- Salaries for care managers will depend on the experience £25,000 to £28000

Paid annual leave 25 calendar day per year