



Gainford Care Homes Ltd
Gainford House
Picktree Lane
Chester-le-Street
Co. Durham
DH3 3SR
Tel: +44 (0)191 389 5810
Email: admin@gainfordcarehomes.com

Application Pack

Gainford Care Homes Limited

Job Description

Job Title: HOME MANAGER

Responsible to: BOARD OF DIRECTORS

Job Purpose

To carry out company policy and to implement the requirements of the Care Quality Commission.

Job Summary

The post holder will be responsible for the day to day running of the unit. This will include standards of Service Users care, assessment and admission, staff management, budgetary control, implementation of Health & Safety procedures and ordering of supplies and provisions.

Principal Responsibilities

Service Users Care:

To decide whether or not the home is able to meet the personal care needs of any prospective Service User.

To ensure adequate arrangements for the introduction and reception of new Service Users are made.

To ensure emotional, spiritual medical and material needs of the Service Users are recognised, assessed and met.

To encourage the Service Users in the taking of decisions in matters that may affect their lifestyle.

To make or contribute to the assessment of the needs of each Service User in conjunction with the Service User, relevant professional agencies, and where appropriate, the Service Users' family, and to develop a care plan which provides a satisfactory quality of life for that person.

To promote relationships that would enable each Service User to participate in the life of the local community to the maximum of their ability.

To Implement and monitor nursing care procedures in accordance with company policy and recognised professional standards.

To ensure the provision of health care arrangements that may include the ordering, recording, and where appropriate, the administration of prescribed medication.
To investigate complaints and take appropriate action in accordance with company policy.

To ensure the provision of care including that which may be provided by a competent and caring relative and which may include terminal care, under the direction of the G.P.

Staff Matters

To recruit, appoint and deploy nursing and ancillary staff.

To manage all employees in the unit.

To maintain a professional relationship with all employees within the home.

To ensure that there is good communication with and between staff and to arrange and participate in staff meetings.

To ensure that effective induction, supervision and assessment of staff is carried out and that the training needs are identified and met.

To ensure that employment protection legislation is implemented.

To be responsible for the efficient running of the domestic character of the unit and will include the following tasks:

- Planning menus with Service Users and staff,
- Ensuring that the dietary needs of Service Users are met,
- Ensuring that good standards of food presentation are maintained,
- Ensuring that supplies are ordered,
- Ensuring that good standards of hygiene and cleanliness are maintained.

Financial Accountability

To be actively involved in the budgetary control of resources.

To maintain records pertaining to financial performance and receipt of money.

Maximise income for home.

To monitor and utilise staff resources and to ensure agreed adherence to projected targets.

Premises

To ensure the security of the premises and implement a system that addresses any malfunction of the lighting, heating or emergency systems.

To ensure that the fire regulations are complied with and to advise the company managers if there are any areas of risk.

To ensure that legislation and regulations concerning environmental health, building control, planning and health and safety are complied with and to take action where required.

Records

To ensure that records required by the Care Standards Act 2000 and the Registered Authority are complied with and kept in a safe place in the home at all times.

This job description is not exhaustive and may be amended to meet changing needs.

JOB HOLDERS SIGNATURE

..... DATE.....

DIRECTOR'S SIGNATURE

..... DATE.....

Application For Employment

Gainford House, Picktree Lane
 Chester-le-Street, Co. Durham, DH3 3SR
 www.gainfordcarehomes.com
 admin@gainfordcarehomes.com
 Tel: 0191 389 5810
 Fax: 0191 389 5811



Personal Information

Name:			
Home Address:			
Town, County, Postcode:			
Telephone Home and/or Work:			

Position Applying For

Job Title:			
PIN No. (if applicable)		Expiry Date:	

Education

Secondary education:			
Qualification/Dates obtained:			

Further, higher or professional Education:	Course and dates attended; Qualifications obtained and name of awarding body:

Particulars of any other training relevant to the post

EMPLOYMENT HISTORY

Present Employer:

Position Held:

Dates Employed:

Notice Required:

Brief Summary of Duties:

Previous employment - in date order:

Employer

Position

Date from/to

Reason for leaving

Any gaps in employment must be recorded.

PERSONAL STATEMENT

Please give reasons why you want this post together with any other information you wish to add to support your application:

Please give below two referees, one of which must be your present employer if you are in employment. The second referee should also be able to comment on your suitability for this post.

REFERENCES

Name:	Name:
Job Title:	Job Title:
Address:	Address:
Telephone:	Telephone:
Can your present employer be contacted for a reference? Yes/No	

REHABILITATION OF OFFENDERS ACT

Because of the nature of the work for which you are applying, this post is exempt from provisions of section 4(2) of the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of offenders Act (1974) (Exceptions) Orders, 1975. Applicants are therefore not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the act, in the event of employment any failure to disclose such convictions could result in dismissal or disciplinary action. Any information given will be completely confidential and will be considered only in relation to an application to which the order applies.

Have you ever convicted of a criminal offence? Yes/No

If the answer immediately above is yes, please set out full details of the conviction(s) on a separate note which you should sign and attach to the application form.

I believe that the statements made in this form are true and accurate to the best of my knowledge and belief.

I have completed and signed this application myself

I have completed this application on behalf of the applicant

Signed

Signed

Date:

Print Name

Date:

This form should be returned to:

The successful candidates will be asked to apply for disclosure via the Criminal Records Bureau. The level of disclosure for this position is Enhanced. Further information about the Disclosure Service can be found at www.disclosure.gov.uk or by contacting the Criminal Records Bureau line of 0870 9090811

Equal Opportunities Questionnaire

Gainford Care Homes Limited aim to be an equal opportunities employer, and we select staff solely on merit, irrespective of race, sex, disability or age. In order to monitor the effectiveness of this policy, we request all applicants to provide the information indicated by ticking the appropriate selection.

A) Post applied for: _____

B) Gender: Male / Female

C) Ethnic origin:

1.	UK/European	_____
2.	Caribbean	_____
3.	Asian	_____
4.	Other (please state)	_____

D) Are you registered disabled? Yes / No

E) Age Range:

17-30	_____	31-40	_____	41-50	_____
51-60	_____	60 +	_____		

F) Source of Information – how did you hear about this vacancy?

Internal advert _____

Job Centre _____

Press (which newspaper) _____

Other source (please specify) _____

Date: _____

All information will be held in the STRICTEST OF CONFIDENCE

Declaration of Health

Home Location _____

To be completed by the employee:

Name:	D.O.B.
Address:	

Have you ever suffered from any of the following?	
Depression/Anxiety State, Nervous Illness or Breakdown	Yes / No
Epilepsy or Disease of the Nervous System	Yes / No
Aliment of Lungs or Chest	Yes / No
Spinal Problems	Yes / No
Arthritis, Rheumatism or Gout	Yes / No
Any Heart or Circulatory, including Blood Problems	Yes / No
Illness of the Digestive System	Yes / No
Illness of the Kidneys	Yes / No
Diabetes	Yes / No
Major Accident, Operation or Physical Defect	Yes / No
Skin Disorder	Yes / No

Are you presently taking or undergoing any treatment?	Yes / No
---	----------

What is your average daily consumption of:	Alcohol	_____
	Tobacco	_____

Are you pregnant? (where aplicable)	Yes / No
-------------------------------------	----------

If you have answered yes to any of the following questions, please give details including dates:

This Section to be completed by the Employee:

Signed:	Date:
---------	-------

To be completed by the Manager:

Signed:	Date:
---------	-------