

Care Manager

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Company: Home Instead

Location: Shipley

Category: other-general

Job Description

This is an exciting opportunity for a highly skilled, experienced and motivated Registered Care Manager with a strong care background and a passion for high quality care to join our enthusiastic care team based in our Bradford & West Leeds office.

As our Care Manager, you will be responsible for the continuing growth and development of our domiciliary care service ensuring the delivery of outstanding quality care. This will include being responsible for the efficient running of the business, quality control, managing the needs of the clients and day-to-day management of internal staff and our Care Professionals.

In this varied and challenging role, you will be involved in:

Working closely with the Director to coordinate the growth and development of a high quality private domiciliary care service for older people in the local area

Networking in the local community to raise awareness of the service

Promoting the highest standards of care and service

Recruiting and training Care Professionals

Converting new client enquiries and coordinating staffing rotas

Care planning and conducting risk assessments ensuring compliance to relevant legal and regulatory requirements

Managing a team, making sure that exceptional service is delivered to our clients and workloads are managed accordingly

Ensuring successful operation of quality control systems and performing quality assurance visits for clients

Continually reviewing and improving our processes to ensure the most effective and efficient service is always being delivered

Effectively managing complaints and incidents, carrying out investigations relating to the quality of the service and using those findings to initiate improvements

Promoting a positive culture in line with the Home Instead ethos and values.

We offer the following benefits:

Competitive initial salary of circa £35,000 per annum based upon experience

The ability to grow and progress further up the career ladder into future roles

Rewards Scheme and Care Professional social events

Employee support line

Access to our online discounts portal

Laptop and Work Mobile Phone

Holiday Entitlement: 25 days plus 8 days statutory Bank Holidays (33 days in total)

Qualifications

To be successful, you will:

Have extensive care experience with excellent customer service and people management skills

Be commercially aware

Have strong influencing skills

Be able to demonstrate achievement of business growth targets

Have the ability to build good working relationships

Have strong organisation and planning skills

Have the drive and motivation to take on a broad role and develop our care services

Be able to work well and accurately under pressure whilst working independently with minimal supervision

Be flexible to meet the demands of the business including participating in an on-call rota.

Possess a minimum qualification of NVQ Level 3 in Health & Social Care and be willing to work towards the NVQ Level 5.

Due to the need to support the On-Call function, which may require you to support team members out in the field in emergency situations, and also the requirement to travel throughout the community to conduct new client assessments, you should have a driving licence and access to a vehicle.

Additional Information

This role will play a vital part in ensuring that our clients receive the highest quality care and will make a real difference for the older people we work with. We offer an attractive salary and a fantastic career development opportunity. If you have a passion for caring and the motivation to help us achieve our ambitions, we would love to hear from you.

We encourage applications from all sections of the community as we want to reflect the neighbourhoods in which we work. Home Instead is committed to safeguarding and promoting the welfare of adults and expects all staff to share this commitment. This role is subject to DBS enhanced disclosure.

If you are interested in this role then please register your interest as soon as possible. We are really looking forward to hearing from you.

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