Manager need for Bridge the Gap Care Service

Salary: £27,000-£30,000 depending on qualifications plus contribution-based pension.

Location: You will work from the organisation’s offices, but a lot of your time will be out in the community where our services are delivered. Currently staff are homeworking due to COVID19

Hours: Full time 35 hours per week with working pattern to be discussed.

Age UK York is committed to diversity and equality. Through our recruitment, we want to build a diverse workforce, best able to support all older people in York.

Job Description

Age UK York are looking an experienced Manager to grow our Bridge the Gap Service. Bridge the Gap is a domiciliary care service providing personal care to people living in their own homes. Services are provided to adults with a wide range of health and social care needs, including physical disabilities, mental health needs and dementia.

We are an organisation committed to staff development. We will support you to grow as a professional and develop your skills and talents, including supporting you to gain new qualifications.

Key Responsibilities

- Providing leadership to the Bridge the Gap carers, ensuring that high quality, person-centred care and support is delivered in line with Age UK York’s ethos and values

- Recruiting, inducting and performance managing members of the care team, identifying training needs and ensuring high quality training is delivered

- Ensure that the service meets all the requirements of Care Quality Commission registration, preparing for inspection, submitting information and fulfilling the role of registered manager

- Ensure processes and systems are in place to support delivery of high-quality care, including working with colleagues within Age UK York to review and update organisational policies.

- Ensuring a positive and welcoming working culture where carers can raise ideas and improvements regarding the service

- Provision of out of hours support to clients and the care team
Develop care plans for people which ensure their beliefs, needs and priorities are at the heart of the care delivered

Work closely with commissioners and partner to ensure the service develops to respond to new and emerging care requirements of people in the city.

Ensure that safeguarding issues are identified quickly and managed appropriately

Risk assess all aspects of the Bridge the Gap services and ensure risks are well managed and documented

**Person Specification**

**Education and Qualifications**

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<th>Criteria</th>
<th>Essential (E) or Desirable (D)</th>
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<td>Diploma in Health &amp; Social Care Level 5 or equivalent, or be willing to work towards a relevant management qualification</td>
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<td>Recent training in safeguarding and experience working with statutory authorities to safeguard adults</td>
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**Knowledge and Experience**

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<td>Excellent understanding of the principles of high-quality person-centred care and support and non-discriminatory care practice.</td>
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<td>Excellent understanding of CQC regulatory requirements and experience of inspection</td>
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<td>Experience of recruiting, induction and performance managing staff</td>
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Experience of working with older people and meeting their care needs

Knowledge of Health & Safety regulation affecting homecare services and experience of performing or updating risk assessments.

Training and Skills

Excellent communication and presentation skills

Strong organisational skills and an ability to manage conflicting demands and effectively prioritise and delegate

Good IT skills, including an ability to use all standard PC packages, (Outlook, Word, Excel and Powerpoint)

A driving license and access to a vehicle for work purposes

Benefits of working for Age UK York

- Competitive salary
- Generous holiday entitlement 5.1 weeks holiday a year plus bank holidays
- Pension contributions
- Training opportunities
- DBS paid for by Age UK York
- Employee discount on wills
- Free eye test
- Free flu jab

About Age UK York

Age UK York is an independent local charity. We’ve been working in the local community to help older people for nearly 50 years. We have 100 dedicated staff and over 400 volunteers helping us to deliver services and activities for older people in York.
Interested in this role?

To apply for this role please send us a completed application form to hr@ageukyork.org.uk by Friday 26th February 12pm.

Application forms can be downloaded from our website: https://www.ageuk.org.uk/york/get-involved/work-for-us/