**JOB DESCRIPTION**

Job Title: **WEEKEND MANAGER (Extra Care Schemes)**

Responsible to: **HOUSE MANAGER**

**Overall purpose of the job:**

* To ensure that the aims and objectives of the scheme are met and the operational and management policies adhered to.

**Key Responsibilities**:

* To provide a supportive environment.
* To provide moral and emotional support.
* To maintain and improve tenant's level of functioning.
* To encourage tenants to live as independently as possible, to enhance their quality of life.
* To promote, protect and respect individual tenant's rights to privacy, dignity, self-determination and choice.

**Specific duties:**

* To ensure the physical, mental and social well-being of tenants.
* To be responsible for the proper management of the scheme and provision of care for the tenants.
* To ensure the proper performance of the Carer and Catering services to tenants.
* To carry out the Tenants Needs Assessments.
* To ensure absent staff duties are covered maintaining the continuity of care for tenants.
* To carry out one to one supervisions for weekend staff.
* On no occasion must the scheme be left unattended.
* To assist where necessary in the event of sickness of staff.
* To arrange social functions to maintain tenant interaction and stimulation.
* To be responsible for the contents of the safe and social funds.
* Be familiar with the Fire Drill and ensure that it is understood by all tenants and staff, remembering that all Fire Doors must be kept closed and the equipment fully charged and operational.
* To ensure the property is safe and secure at all times.
* To deal directly with emergency breakdowns and defects in accordance with the Scheme Manual.
* To report all defects to the House Manager in accordance with internal procedures and to arrange access for maintenance contractors and other authorised persons and ensure services are economically used.
* On no occasion must the building be accessible to unauthorised persons.
* To familiarise yourself with previous events by reading the diary prior to commencing duty whilst receiving handover from night staff. To identify any special needs or action to be taken during the weekend.
* To maintain all necessary records regarding tenants, daily diary of events and all others required to ensure the smooth running of the scheme and handover to night staff as appropriate.
* Any other duties as may be reasonably requested by the House Manager or Registered Care Manager.

**Learning and Development**

* To actively participate in self development as appropriate and training as identified for the benefit of performance management
* Compulsory attendance at all training courses identified or requested by the Association in accordance with the terms and conditions of employment as detailed in the Employee Handbook

**Best Practice**

* To work to promote the Association and ensure that it’s reputation is enhanced and to actively promote its Equal Opportunities and Diversity policies, ensuring that all practices/procedures are in accordance with best practice equality and diversity procedures
* To work within the Association's Equal Opportunity Policy and ensure implementation of the same
* Be aware of Health and Safety regulations at all times, ensuring compliance
* To adhere to the Association’s Environmental Policy
* To keep the phone with you at all times and be familiar with the

 associations Lone Working Policy and Procedure

**Other**

* To carry out any other duties as reasonably instructed by the House Manager or Registered Care Manager essential for the well-being of the tenants, or smooth management/running of the Scheme
* To attend at Team and other staff meetings as required where reimbursement will be made.
* To comply with all contractual agreements affecting employment, completing the appropriate forms as necessary, such as time sheets, self certification forms, annual leave forms, unauthorised leave etc.

**Person specification:**

**Essential Skills, Qualifications and Experience**

* NVQ Level 3 in Health and Social Care (or equivalent)
* Experience of working with the elderly in a senior position in a supported housing or residential care environment and buildings.
* Ability to deal calmly with emergencies
* Ability to work on own initiative
* Ability to demonstrate compassion, respect and empathy to caring for older people