

JOB DESCRIPTION

21/12/2023

Job Title: Dementia Care Manager

Hours: 40 hours

Reporting to: General Manager

Home: Admiral Court Care Home

JOB PURPOSE

Responsibility for the leadership and management of the dementia community in the home. Delivery of all dementia related learning within the home. Provision of dementia related advice and support to all team members and relatives/friends of people living with dementia in the home. Aligned to Hallmark's policies and procedures, charter, vision and values.

To contribute to the achievement of the Hallmark Care Home vision; "to be recognised as the leading provider of high-quality relationship focused care for all residents".

Responsible for:	Person Specification
Resident Programme and Care <ul style="list-style-type: none"> Plans, organises, develops and directs the overall operation of the dementia community in accordance with regulations, evidence based practice in dementia care, and Hallmark standards and guidelines. Champions high standards of care within a relationship centred care model. Understands, promotes and works within the Hallmark Dementia strategy. Works alongside all team members in the home to ensure production of Individual Care Plans, Risk Assessments and Daily Assignment Sheets, and monitors day to day dementia care practice within the dementia community. Prior to move-in, reviews residents' files and schedules family meetings to discuss resident profiles – co-ordinates individual health and wellbeing needs with the 	Essential Criteria <ul style="list-style-type: none"> Has achieved, or is willing to work towards qualifications NVQ 4 or 5 / QCF 5 in Health and Social care Experience & Knowledge of evidence based practice in dementia care with at least 4 years' experience in long term care of the older person, including people living with dementia. A detailed theoretical and practical knowledge of care plans and advanced care plans in respect of end of life care. Evidence of supervisory and management experience. Academic qualification in Management and Leadership (or willing to work towards),and/or commensurate experience

<p>team and ensures the resident has an up to date Care Plan according to Hallmark policy and CQC guidelines.</p> <ul style="list-style-type: none"> • Ensures the right resources are in place to deliver high quality dementia care and meet residents' needs. • In partnership with the General Manager assist with the care assessment process to ensure the service meets the needs of people living with dementia • Supports a community of practice with a cluster of colleagues through attendance at regional community of practice meetings • Acts as coach to team members to ensure individual resident needs and preferences are met. • Recognises changes to a resident's well-being/condition and takes appropriate action. • Communicates regularly with families, GPs and other multi agency professionals. • Acts as the home's champion for the Dementia strategy and leads on the delivery of all aspects of the strategy at home level. • Works in partnership with the home's lifestyles lead to ensure that a suitable programme of activities and meaningful occupation is in place based on a strengths based approach <p>Quality Assurance and Regulatory Compliance</p> <ul style="list-style-type: none"> • Ensures the dementia community meets and exceeds all national minimum standards and Hallmark standards as they pertain to resident care and services. • Report issues or concerns to the General Manager • Strives to achieve an 'outstanding' CQC rating. • In partnership with the General Manager, develops and implements corrective plan of action in areas of poor performance, non-compliance with CQC regulations and / or standards. • Develops a thorough working knowledge of current and evolving laws and regulations, policies and procedures relating to resident care and ensures compliance. 	<ul style="list-style-type: none"> • Ability to delegate assignments to the appropriate individuals based on their skills, roles and interests. • Knowledge and experience of adult abuse and managing safeguarding referrals. • Knowledge of care standards aligned to National Regulation and experience of the CQC registration & inspection process (CIW and RISCA regulations in Wales if appropriate) • Knowledge of health and safety procedures, including legislation • Experience in training delivery <p>Skills & Attributes:</p> <ul style="list-style-type: none"> • Evidence of good IT skills (proficient in Windows, Outlook and Excel) • Ability to handle multiple priorities. • Evidence of good written and verbal skills for communication and understanding • Experience of managing a quality framework within a care setting. <p>Others:</p> <ul style="list-style-type: none"> • Cheerful and outgoing personality. • Able to handle difficult situations with empathy and consideration. • Retains confidential information. • A good understanding of how to develop meaningful activities for people living with dementia, couple with a willingness to learn and implement the Montessori approach to dementia care.
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<ul style="list-style-type: none"> • Assists in the leadership and promotion of Health and Safety Programmes and Risk Management policies. • Ensures all required documentation is completed accurately and in a timely manner. • Knowledge of Key Performance Indicators and delivery of these standards. <p>People Management:</p> <ul style="list-style-type: none"> • Attends Management meetings and training as and when required • In partnership with the General Manager, overall management of the dementia care provided by Nurses and care team members ensuring the right people are in the right place and delivering the highest level of relationship centred care. • In partnership with the General manager ensure care team levels on the dementia community are sufficient to meet the changing needs of people living with dementia, and that the team on duty have sufficient knowledge and skills, and the right approach. • Ensure all team members receive the appropriate induction and all mandatory training is completed within the specified timescales. • Delivery of dementia care training and coaching as agreed with the Regional Dementia Practitioner. • Manages the performance of team members within the dementia community and ensures regular reviews and appraisals take place. • Addresses areas of poor performance or conduct in an appropriate and timely manner. • Implements corrective action relating to care compliance within the dementia community as required. • Attends the annual dementia care manager's conference, regional community of practice meetings, and all required training. <p>Financial Management:</p> <ul style="list-style-type: none"> • Works with the GM to ensure the home budget is utilised efficiently for dementia care 	
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<ul style="list-style-type: none"> • Works with the GM to understand and manage the department budget to include team costs and other expenses. • Reviews rota for the dementia community in line with current Hallmark policy and in partnership with the GM. • Implements initiatives that minimise costs without compromising team levels or quality of care, in discussion with the General Manager. • Understands the internal costs associated with all Hallmark resident dementia care. • Work in partnership with the Lifestyles Lead to ensure that budget is made available for appropriate activities and meaningful occupation. <p>Family Services:</p> <ul style="list-style-type: none"> • Communicates regularly with families, GPs and other Multi-disciplinary agencies, using letters, phone calls, family buddies, family gatherings and care review meetings. • Builds relationships with family members and works in partnership with them, helping to build their knowledge and understanding of dementia care. • Implements and manages a dementia resource library within the home. • Hosts monthly family support meetings to provide information and support for family members. 	
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“We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion, belief, sexual orientation or age

This job description is not exhaustive and is subject to change from time to time to meet the needs of the business

Signed:.....

Date

