

Manager Seaview House Residential Care Inc.

Seaview House is looking for the right person to Manage Seaview House residential care Inc.
This position is a fulltime permanent position, after satisfactory 6-month probation.

Position summary

The Manager: Sea View House manages the day-to-day operation of Sea View House' Supported Residential Service.

'Sea View House' (SVH) This includes respite and resident bookings, Resident service agreements, individual assessments and care planning, care documentation, rostering and supervision of staff providing care, food services and those engaged in the upkeep of Sea View House.

The Manager at Seaview House will work within the Seaview House Organisation, and within the budget set for the SRS and assist to be accountable for activities within the SRS to Sea View House Board of Management.

Follow the Supported Residential Services (Private Proprietors) ACT 2010 and the Supported Residential Service (Private Proprietors) Regulations 2012

Qualifications and experience The Manager of Seaview House SRS

- Hold a Qualification in Business or similar.
 - Experience in managing Staff.
- Satisfy the Department of Fairness, Family, and housing.
- Demonstrate clear verbal and written communication skills
 - Hold a current and valid Victorian driving license.
 - Be computer literate.
 - Current National Police Check
 - Current First Aid/CPR Certificate (HLTAID003)

Key Performance Indicators

- Maintaining Occupancy above 50 Residents
 - Meet all standards as set by FFHD
 - Meet all compliance audits by FFHD
 - Maintain Kitchen Audit Compliance
- Manage Staff Training for Personal Support Co Ordinator's and other staff.

Applications and resume via email to: - myra.bourke@seaviewhouse.org.au

By the close business Friday 8th April 2022

Job Description /Roles and Responsibilities

Manager Seaview House

Qualifications

Thorough and up to date knowledge of the legislation and guidelines to the running of an SRS

If not already completed training is recommended in the following areas

- Residents records
- Complaints handling
- Managing residents' medications
- Workplace emergency response
- Identifying and reporting on family violence and sexual assault

Responsibilities

Maintain current knowledge of the legislation, regulations, and standards

Manage the day-to-day operations of Seaview House

Attend monthly board meetings and table a report on all activities, incidents, and resident numbers from the previous month to the Board of Management. Discuss any issues and recommend outcomes that are current or ongoing.

Regular reporting to the Finance director on all financial matters including

- Resident Fees
- Expenditure
- Budget
- Financial Recording

Ensure a safe environment for both residents and staff to live and work

Management of human resources in recruitment, training, performance management and supervision of staff.

Ensure that staff comply with all SRS occupational Health and Safety practices, and the code of conduct rules of Seaview House.

Ensure that all incidents are recorded, investigated and preventative actions implemented. Department of Family, Fairness and Housing (DFFH) notified of critical Incidents.

Ensure that staff receive their rightful entitlements and are paid per their current award rates

Communication and reporting to the DFFH on a regular basis and when requested

Meet with any contactors at the facility to ensure compliance both in registration and occupation health and safety.

Emergency management planning and response

Comply and act on any other directives from the Board of Management