



JOB DESCRIPTION

Post: Milen Care Manager

Reports to: Chair & the Executive Committee of Milen Care

Responsible for: Day care services, Service users, Staff, Service delivery, growth and development, Centre

Job Summary: To manage and oversee Milen Care, ensuring provision of quality care and support that is culturally sensitive and promotes independence, dignity and choice for vulnerable adults, older people and their carer's.

KEY RESPONSIBILITIES

1. Staff management
2. To ensure effective planning, implementation and delivery of Milen Care services.
3. To deliver a day care service of outstanding quality care that is flexible, responsive, and non-discriminatory and takes into consideration the needs of the user members.
4. To carry out the required actions as associated with the provisions of day care services to include the planning, delivering and reviewing of day care activities, Carrying out user members care plans and reviews, Regular reviewing of the services with user members, excellent & effective communication with user members and maintaining records.
5. To liaise with KMC Contract Manager on a regular basis and provide monitoring reports as required.
6. To ensure Milen Care complies with the terms and conditions set by funders.
7. Have a clear understanding of Milen Care vision and to assist in its implementation.
8. To market, promote the services and to raise the profile of Milen Care in the wider community and to other Agencies and organisations.
9. To network, attend meetings and establish partnerships with external Agencies and Organisations.
10. To understand, keep up to date, raise awareness and ensure compliance of Policies, legislative and regulatory requirements such as Safeguarding, Health and Safety, General Data Protection Regulation, Confidentiality and principles of Care.
11. Understand, implement and evaluate aims, objectives, policies, procedures, guidelines and principles of good practice.

12. To undertake, review and implement the required risks assessments.
13. To review and update Milen Care policies and procedures as per the revision dates.
14. To lead and undertake project management.
15. To make funding applications.
16. To allocate, monitor, budgeting and control of financial resources.
17. To maintain an effective administrative system.
18. To provide monthly update reports to the Executive Committee and other reports as required.
19. To support the Executive Committee with committee meetings and all associated tasks, including preparation of Annual Reports and Annual General Meeting.
20. To undertake evening work as and when required.
21. To take on any other duties commensurate to the post.