

## **Care Contracts Manager**

**Job Type: Full-time**

**Salary: £30,000.00 to £35,000.00 /year**

### **Job Description**

The Wilberforce Trust is now hiring for a Care Contracts Manager. This position will be based in York at the Trust's Head Quarters. It is expected that this person will make regular site visits to the Trust properties across the York and Tadcaster areas. The post holder may on occasion be required to travel beyond the region in the course of undertaking their duties.

### **Purpose of job**

The role of the Care Contracts Manager is to take the lead in identifying and securing supported living contracts and tenancies to achieve full occupancy for all the Trusts properties and ensure care contracts are appropriate to the needs of the person and that the Trust delivers on the Contracts

The post-holder will ensure there is an efficient and effective procurement process and systems in place which are followed. They will be responsible for ensuring that applications for tenancies and contracts follow the Trusts policies and procedures and are managed effectively and efficiently. They will be responsible for reviewing and improving current nomination processes and documentation ensuring that this is accessible.

The post-holder will be responsible for building and maintaining effective relationships with external contract and commissioning managers, therapeutic and clinical practitioners in health and social care who are responsible for procurement. The post-holder will be responsible for assessing the needs of new tenants and negotiating contracts with commissioners or directly with tenants or their appointees if they are self-funding the care. This role is extended to any changes in need identified by the support staff that may require an amendment to contracts. This post-holder is responsible for ensuring that all contracts reflect the needs of the individual and agreement is reached with commissioners and contracts prior to the commencement of the delivery of support. This applies to new and existing tenants with a significant change in need.

The post-holder will be required to work across departments to ensure that prior to new or amended contracts the organisation is able to meet its responsibilities. The post-holder is responsible for gaining the agreement across departments prior to the commencement of any new or amended contracts.

The post-holder will be responsible for undertaking individual risk assessments for all new tenants as appropriate to reduce any risk to the individual and organisation. They will also be required to attend reviews if significant changes to the tenants needs have been identified. The post-holder will also support market development strategies and the development of effective partnership arrangements with providers.

The post-holder is responsible for line managing the Senior Rota and Training Officer. The post-holder will ensure that the SRATO is meeting our contractual commitments in the delivery of supported hours and that staff are trained and compliant in regards to the organisation standards and regulatory and legislation requirements.

The Post-holder will be working with the Compliance and Performance Manager to ensure the organisation is safe and compliant and is working to raise standards of performance across all areas.

This post has the opportunity to move into the registered manager's position alongside their other responsibilities.

### **Person Specification**

The successful applicant will have the following skills:

- Awareness of different social care services, roles and management structures
- Significant experience of managing social care services
- Thorough knowledge of CQC essential Standards of Quality and safety
- Experience of working with a range of people including external partners
- Up to date knowledge of national social care policy and legislation
- Knowledge of implementing reporting systems in relation to performance and business intelligence
- To be able to analyse data and information to inform improvements in quality and performance
- Significant experience in an adult social care setting
- Significant experience in the provision of social care to vulnerable adults
- Experience of working within a regulated setting
- Excellent IT skills across a broad range of Windows applications and excel
- Experience in line management of staff providing supervision, appraisal, attendance management and performance
- Analyses a broad range of in depth information from a variety of internal and external sources regarding our customers, demographics, political and economic developments and technological innovations to influence decisions; complies with implementation of WT Risk Management Strategy

The following skills are desirable:

- Experience of budget management and an ability to implement measures to ensure budgets and procedures are robust and accurately maintained
- Experience and practice of implementing QA systems across a range of services
- Experience of working with a range of people including external partners
- Experience of formal quality systems relevant to adult social care, e.g. ISO.
- A degree or equivalent professional qualification in social care

**The closing date for this position is Wednesday 28th February. Interviews will take place week commencing 5<sup>th</sup> March.**