



Registered Charity Number 1072416

Service Manager Required

The Haven Homecare Trust is looking for a Service Manager to work alongside the Director in running Haven Homecare Domiciliary Care Agency.

We are looking for an active Christian*, with at least 2 years experience of working within a health, social care or community group setting, in a supervisory role. Preferably with a relevant care supervision, management or nursing qualification.

The post is to ensure the smooth running of the services by:

- Assessing and determining the needs of service users and ensuring the support workers/carers provide a high quality and appropriate service to meet those needs.
- Assisting in the recruitment, induction, training and supervision of staff.
- Monitoring staff and service users, including periodic evaluation of service impact.
- Scheduling visits to clients using a cloud based scheduling tool.
- Demonstrating a commitment to serving people for Christ, sharing His love through practical help, guidance and friendship.

JOB DETAILS

- **Hours: 30 hours – negotiable days and times to suit service and self. Plus some evenings, weekends and on call duties.**
- **Salary: £9.20 to £10.25 an hour, dependent on experience and qualifications. Plus on-call allowance of 10% of hourly rate for all oncall duties undertaken.**
- **Annual Leave: 35 days per year, pro-rata depending on days of week worked, including Statutory Bank Holidays.**

For an application pack or more information please contact Jenny Yarham (Service Director) on

Tel: 02920 617009 or email jenny.yarham@havenhomecare.org

Closing Date for Application is 10am on Friday 26th February 2016

Interviews will be held in the week beginning Monday 7th March

**This job role holds a Genuine Occupational Requirement for this post to be an Active Christian because*

The post has significant responsibility for leading the Christian purpose of the Trust.

The post-holder will have to promote the ethos of the organisation and act as an ambassador of the Trust