

Company Name: Integrative Supported Living Care

Policy No: 03-1300	Authorised: Pellagia Margolis	Date: 15/01/2020
JOB DESCRIPTION - PROPRIETOR		

JOB TITLE: Proprietor

ACCOUNTABLE TO: Directors / Shareholders (as appropriate)

RESPONSIBILITIES:

1. To ensure overall compliance of the Organisation to appropriate legislation, regulations and Contracting Authority Guidelines. To ensure compliance with appropriate Health & Safety, C.O.S.H.H., Fire, and Fair Employment / Equal Opportunities legislation as relevant.
2. To keep abreast of all new legislation, regulations and Contracting Authority Guidelines, and to ensure the effective communication of the same to all staff. To amend policies and procedures, or to produce new documents as may be required through changes or up-dates in such legislation / regulations / Guidelines.
3. To ensure the smooth operation of the Organisation's Quality Management System through appropriate Self-Assessment and Quality Systems Audits.
4. To attend staff meetings where appropriate, and to plan, organise and conduct Quality Management Review Meetings at agreed intervals.
5. To set out disciplinary rules in consultation with senior staff and to ensure that such rules are applied consistently and fairly to all employees.
6. To ensure that the fabric of the Organisation's premises, and all attendant installations, equipment and appliances are maintained to the highest order in accordance with Health & Safety requirements.
7. To arrange planned maintenance / servicing / calibration, as appropriate, and / or repair of installations, equipment and appliances.
8. To maintain all insurance policies relating to the operation of the Organisation.
9. To maintain the List of Preferred Suppliers and Service Sub-Contractors to the Organisation, and to ensure that this list is regularly reviewed through the Quality Management Review Meetings (ref. 4. above).
10. To monitor stock levels of disposables for use in delivering the Care Service and to order / purchase / procure items as may be required.
11. To calculate staff wages, attend to PAYE and NI contributions, and issue payments to staff at the agreed times in accordance with Staff Contracts of Employment.
12. To attend to all mail addressed to the Organisation, and to carry out general office duties as may be required.
13. To maintain account ledgers and cash books as required in law, monitor and control cash-flow, and maintain profitability of the Organisation.
14. To be responsible for recruitment, training and supervision of staff.
15. To undertake good and effective communications with all staff, service users and relatives.

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16. To ensure the involved commitment, motivation and flexibility of staff through proper organisation, leadership, job deployment and appropriate skill mix.
17. To monitor, and act upon, all complaints received from service users, relatives and staff.
18. To undertake any other managerial duties as may be necessary.

SIGNATORIES:

Job Holder: _____
(Name)
(Signature)
(Date)