



Job Description

The Company:

Atlantic Caregiving Ltd. provides personalized, holistic care and advocacy, to maintain dignity and quality of life with a focus on domestic independence, while supporting absolute wellbeing Atlantic Care Giving is committed to delivering professional, personalized, respectful top-quality care and services, whilst maintaining evidence based exceptional standards to ensure the people we support enjoy the highest possible quality of life and its Homes exceed the Bermuda home.

Our Vision. Mission & Values.

The Board of Directors have reviewed the Vision, Mission and Values (VMV) that set out and promote the desired culture that will ultimately assist Atlantic Care Giving and its employees to develop through its strategic journey. The VMV are as follows:

Our Vision:

By putting quality first in everything we do for each person we support and for all our staff, we hope to be the service provider of choice in the communities in which we serve.

Our Mission:

Is to focus on improving and developing: -

- The quality of care, support and hospitality we provide
- Our staff, through training and mentoring
- Our environments to be warm, safe, homely and empowered.
- Our evidenced based practice and commitment to continuous improvement
- Meaningful partnerships with the people we support, colleagues and stakeholders

Our Values

To fulfill our vision and mission, we are guided by our core values of integrity, trust, kindness, dignity and respect throughout all of our services, hence:

- We put people and their individual needs first.
- We actively listen and respond to the people we support We support people to achieve their aspirations
- We seek out, appreciate and encourage the potential in everyone.
- We strive to be honest, transparent, fair and ethical in everything we do We learn when things go wrong.
- We encourage staff to have a work life balance
- We celebrate success and try to make life enjoyable for all



Atlantic Care Giving

Atlantic Care Giving based in Bermuda is a highly regarded, recognized the market leader , progressive in home, home for people who need companionship or people with dementia; nursing and complex healthcare needs. It also provides support to adults with disabilities. The team is independently recognized for its innovative people centered approach and holds on multi- generational.

Purpose:

Through professional and values based, effective leadership, to direct and implement effective, efficient and economic strategies, in order to achieve profitable growth and financial success, whilst maintaining consistent, evidence based, top quality standards of care and service in line with Atlantic Care Giving's commitment to excellence.

1. To be registered with the Bermuda Nursing Council as In home mutli-generational care provider.
2. To provide an 'evidence of excellence' values based approach to the effective delivery of consistent top quality care and service and to ensure the appropriate recognition of such by all stakeholders; e.g.- Bermuda Bodies- Age & Disability, Age Concern
3. To ensure that Atlantic Care Giving's Communication Strategy is effectively implemented at Atlantic Caregiving, Bermuda .
4. To lead on the development and implementation of person centered care and service within Atlantic Care Giving. This is to involve establishing systems of involving the people we support and their loved ones in understanding their views of what is important to them.
5. To ensure that Atlantic Care Giving 's Quality Management System is effectively implemented at Atlantic Care Giving involves a system of both internal and external audit.
6. To ensure consistent evidence based best practice and compliance and recognition by the local community as a centre of excellence.
7. To be at the forefront of local and international strategies for older people and to adopt and apply relevant best practice within the Home, e.g., 'Person Centred Care' 'Dignity in Care Charter'; Equality and Diversity; Activity at The Heart of Care for older people, etc.
8. To direct and monitor the application of the company's policies, processes and systems, ensuring that that they are consistently applied.
9. Whilst maintaining quality, assess operations including; fee income; resourcing; etc, and to report and implement agreed strategies designed to maximize profitability.
10. To lead and direct the formulation of the Business Plan for Atlantic Care Giving , monitoring progress and taking corrective action in order to achieve targets set.



11. To direct, plan and implement comprehensive and innovative marketing strategies in order to maintain a high quality profile for Atlantic Care Giving and to maximize the market potential and fee income.
12. To be responsible for the security, control, maintenance and economic use of the company's money, assets and stocks.
13. To design, implement and evaluate professional and effective, forward looking human resource strategies, in order to maximize the potential of each employee.
14. To communicate and present professionally and effectively, accurate and relevant information and statistics, to ensure the achievement of agreed targets.
15. To be fully conversant with, to advise on, and implement the Health and Social Care Act, the Health and Safety at Work Act, Data Protection Act, Employment Law and other relevant legislation.
16. To promote and develop harmonious and effective relationships that promotes equality and values diversity between all employees, residents and their families, suppliers, healthcare professionals, the community and other stakeholders.
17. To promote and implement total quality standards at all times and through 'leading by example', to ensure that ACG's reputation for excellence is maintained and enhanced.



Person Specification – General Manager – ACG (Services)

Requirements	Essential	Desirable
First Level Nurse trained in general nursing (RGN) with current registration	√	
RMN or mental health qualification		√
Management qualification	√	
5 years demonstrable experience of developing and implementing business plans and associated budgets		√
5 years' experience managing high quality , 50+ bed care homes in-home care services at a senior level including efficiently managing change.	√	
Working knowledge of the Essential Standards of Quality and Safety and the Care Standards Commission	√	
Experience of implementing and working knowledge of quality assurance with standards such as Investors in People (IIP) and service standards such as Gold Standards Framework (GSF).	√	
Experience of recruitment and selection of staff	√	
Experience of conducting disciplinary investigations and hearings.	√	
Excellent people skills	√	
Excellent communication skills	√	
Excellent report writing skills	√	
Experience of managing budgets		√
Experience of developing new services	√	
Proven track record of personal development and willingness to participate in the company's management training program.	√	
Willingness to work flexibly, provide on call support and in emergency situations	√	