

# Leadership and Management for Care NVQ Level 4



## Mandatory Units

- Manage and develop yourself and your workforce within care services
- Lead and manage provision of care services that respects, protects and promotes the rights and responsibilities of people
- Develop and maintain systems, procedures and practice of care services to manage risks and comply with health and safety requirements
- Lead and manage effective communication that promotes positive outcomes for people within care services

## Optional Units—4 must be completed

- Allocate and monitor the progress and quality of work in your area of responsibility
- Manage finance for your area of responsibility
- Manage a project
- Manage a programme of complementary projects
- Manage a dispersed workforce to meet the needs and preferences of individuals at home
- Develop risk management plans to support individual's independence and daily living within their home
- Facilitate and manage change within care services through reflective, motivating and flexible leadership
- Actively engage in the safe selection and recruitment of workers and their retention in care services
- Lead and manage provision of care services that promotes the well being of people

Please contact us on 0114 281 5718 for more information



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- Lead and manage provision of care services that promotes the development of children and young people
- Lead and manage group living provision within care services
- Lead and manage provision of care services that promotes positive behaviour
- Lead and manage work for care services with networks, communities, other professionals and organisations
- Manage workers within care services who are based in external multi-disciplinary teams
- Lead and manage inter-professional teams within care services
- Ensure policies, procedures and practice for the conduct of workers within care services are adhered to
- Market, cost and contract to ensure the viability of the provision of care services
- Identify, implement and evaluate systems, procedures and practice within care services that measure performance
- Monitor and manage the quality of the provision of care services
- Lead and manage provision of care services that promotes opportunities, identifies constraints and manages risk
- Plan operations and manage resources to meet current and future demands on the provision of care services
- Contribute to the strategic policies of care services
- Develop, implement and review business plans and planning for the provision of care services
- Manage procedures within care services for making, responding to and learning from comments and complaints

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