
Job description for the Manager/ess of the Old Age Home of the ELCIN (GELC) in Otjiwarongo

1. The OAH is a diaconical institution of the ELCIN (GELC) and as such defined by its Constitution, Article 4(e) which aims to render: "Counselling and diaconical services especially to the poor, infirm, elderly, vulnerable youth, people in need of care and in prisons." The manager/ess will be tasked to work within these parameters, particularly looking after the elderly and people in need of care in the OAH. As such s/he will regularly visit the inhabitants in their abodes and make sure that care of the dying is provided for.
2. The manager/ess will keep good contact and cordial relations with members of the Governing Board of the OAH, the personnel, the residents'-committee, the relatives of residents and local pastors.
3. The manager/ess works under the supervision of the Governing Board (GB); s/he is employed by the ELCIN (GELC), which is also the body of appeal.
4. The manager/ess manages the OAH enterprise, is responsible for the employment and management of personnel, supervises procurement and oversees the inventory, ensures that bookkeeping is done in meticulous and transparent fashion and ready for an annual audit. S/he will deal with applications of interested parties and settle accounts with Medical Aids. The management of the OAH occurs in close cooperation with the GB.
5. The manager/ess takes responsibility for the care of the residents, the supervision of personnel and for the various aspects of the OAH and will do so in close cooperation with the GB. The manager/ess will as a matter of prime importance see to the coordination of the respective service sectors of the OAH (frail care unit, residences, laundry, kitchen, garden and administration).
6. The manager/ess is responsible for his/her own time management. When on duty during weekends s/he ensures that routine services are provided to the residents. Off duty weekends are offered every fortnight (commencing on Friday afternoon until Monday morning) under the condition, that a member of staff takes over the responsibility or a member of the GB is on call for the staff.
7. In addition to the stated off duty weekends the manager/ess is entitled to 10 off duty days. These are on top of the annual holidays. No more than 3 of such off duty days should be utilised consecutively. These off duty days need to be registered with the GB and put on register.
8. The manager/ess should call and hold weekly meetings with senior staff by. Decisions will be properly minuted.
9. As a rule of thumb there should be a weekly business call between a member of the GB and the manager/ess.
10. The manager/ess will provide a written report to every meeting of the GB and will participate in that meeting. S/he will register points for the agenda with the chairperson of the GB well in time.