**Job Outline**

**Post Title:** Deputy Manager / Registered Manager Designate

**Location:** As directed

**Section:** Care Services

**Terms:** SCP 08-14 :  £19,945 – £22,462

37 hours per week arranged to best meet the needs of Birtenshaw (rota shift pattern).

Holiday Entitlement: 31 days (including public holiday allowance)

**Report To:** Registered Manager

**Overall Purpose of Job**

To develop the skills required to become a future Registered Manager including up to date knowledge about relevant legislation, national policy and procedures

To develop skills and knowledge to meet the leadership and management competency framework required by external regulation.

To manage and supervise a team of shift leaders and care support workers.

To deputise for Home managers and Registered Manager’s within one or more home or service within the organisation

To promote the welfare of children, young people and young adults to ensure they are protected from harm

To ensure and demonstrate compliance with relevant legislation and organisational policies in the service you work

To provide a responsive service using appropriate methods of assessment and intervention within relevant statutory and company requirements

**Main duties**

1. Contribute to the initial assessment of needs of young people who have been referred to Birtenshaw
2. Oversee key workers and case management in the service you are allocated to.
3. Contribute to and monitor the safeguarding arrangements of children, young people and adults in the service you are allocated to.
4. Devise and implement children’s care placement plans or adult person centred for individuals
5. Contribute to, monitor and evaluate the planning and implementation therapeutic programmes to enable individual young people to manage their behaviour
6. Prepare, implement and evaluate agreed therapeutic activities to improve the health and well-being of children young people and young adults.
7. Review children/young people’s individual needs and circumstances in line with statutory and departmental requirements
8. Ensure a framework for the management of young people’s behaviour is in place within the service and regularly monitor its effectiveness.
9. Support young people and young adults to address issues which affect their health and social well-being
10. Promote young people and young adults physical , social, educational and emotional development
11. Promote young people’s sensory and intellectual development.
12. Represent young people’s and young adults interests and advocate on their behalf when they are not able to do so themselves
13. Establish and maintain relationships with parents/carers
14. Support young people experiencing a change in their care requirements and provision and particularly at the time of transition from childrens` to adult services
15. Complete all tasks as outlined in the care support worker job description relevant to the service you are working in.

**Partnership Working**

1. Contribute to the development and maintenance of joint working between workers, carers, young people and their families
2. Contribute to the development and maintenance of joint working between partner agencies to the benefit of the child, young person or young adult

**Staff Development**

1. Chair Staff Meetings
2. Deputise for Registered Managers as required including taking part in the duty rota
3. Facilitate supervision and appraisal of staff
4. Actively participate in personal supervision and appraisal
5. Complete Diploma level 5 ( and diploma level 3 if this has not already been attained)
6. Complete the leadership and management competency development framework as required by the post, including attending training, mentoring sessions and developmental framework as directed.
7. Attend reviews and provide appropriate reports to demonstrate progress in the role of designated registered manager as required.

**General**

1. To have responsibility for management tasks for the designated service including duty rota cover with access to a registered manager.
2. Contribute to organisational objectives in the strategic plan as required.
3. Comply with the organisation’s administrative and financial procedures
4. Maintain accurate, well-kept and up-to-date records
5. Fully utilise IT facilities and modern technology
6. Ensure that national and organisational Health and Safety policy and procedures are complied with in the service you work in.
7. Promote people’s equality, diversity and rights
8. Carry out duties in an appropriate and professional manner at all times

**Health and Safety**

All staff must operate safely within the workplace with regard to Health and Safety legislation.

**Confidentiality**

All staff must adhere to national and organisational policies and procedures in relation to confidentiality and the management and sharing of information.

**Limits of Authority**

Within the framework of the organisations policies and instructions, and subject to the overriding authority of his/her line manager, the member of staff holding this post is authorised to undertake all duties appertaining to the areas of work outlined above, and in line with the General Social Care Council’s Code of Practice/Conduct

**Note**

This job outline forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management’s discretion in the future.

As a general term of employment, Birtenshaw may affect necessary change in job content, or may require the post holder to undertake other duties provided that such changes are appropriate to the employee’s remuneration and status.

**Person Specification**

**Post Title:** **Registered Manager Designate**

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| **CATEGORY** | **Essential (E)****Desirable (D)** | **Application (A)****Interview (I)****Reference (R)** |
| **Skills** |  |  |
| Demonstrable ability to manage a service  | E | A + I + R |
| Demonstrable ability to support and supervise a team of staff | E | A + R |
| Ability to manage own time and workload effectively which may include facilitating handovers, shift planning and shift debriefs and group supervision | E | A + R |
| Ability to form and maintain professional relationships with staff and young people | E | A + I + R |
| Ability to contribute to Placement Plans and to involve young people in their development | E | A + I |
| Ability to support emotional and educational development of young people | E | A + I + R |
| Ability to work as part of a management team | E | A + I |
| Ability to manage challenging behaviour in a positive way | E | A + I + R |
| Ability to work calmly in difficult situations  | E | A + I |
| Good communications skills (written and verbal) | E | A + I |
| Ability to produce professional, accurate and factual reports | D | A + I |
| **Knowledge** |  |  |
| Relevant social care theories including Child development, theory of attachment, social model of disability, impact of disability  | E | A + I |
| Children’s home regulations 2015  | E | A + I |
| Quality Standards for Children’s Homes (2015)  | E | A + I |
| Causes of challenging behaviour | E | A + I |
| Methods of addressing challenging behaviour and/or therapeutic interventions | D | A + I |
| Models of good management practice  | D | A +I |

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| **Attitudes** |  |  |
| Commitment to representing the organisation and organisation decisions at all times | E | A + I + R |
| Commitment to working effectively and collaboratively with the line manager and peer group | E | A + I + R |
| Commitment to non-judgmentally caring for young people and young adults  | E | A + I + R |
| Acknowledging the potential for personal growth/change in every individual | E | A + I + R |
| Actively promote the culturally and ethnically diverse ethos of Birtenshaw  | E | A + I + R |
| **Experience** |  |  |
| Direct work with young people | E | A + I |
| Work in a residential setting | D | A + I |
| One year supervisory or managerial experience | D | A + I |
| **Qualifications** |  |  |
| Diploma in Health and Social Care qualification at level 3 or equivalent | E | A + I |
| Recognised social work qualification or significant experience within a similar role and a willingness to commence a qualification at level 5 on appointment  | E | A + I |
| **Special Requirements and Environmental Factors** |  |  |
| All candidates must be able to demonstrate a good attendance and performance record | E | A |
| Commitment to work flexibly to meet the needs of the service including weekend and some public holiday working. There may be a need to work overtime from time-to-time for which time-off, in-lieu, will be given | E | A + I |
| Be available for 24 hour duty rota  | E | A + I |
| Actively promote ‘No Smoking’ and other company policies | E | A + I |