



## Cumberland Council

### Post Specification

<b>Date</b>	<b>February 2023</b>
<b>PG Number</b>	<b>1925</b>
<b>Post Title</b>	<b>Assistant Manager</b>
<b>Job Family</b>	<b>People Care and Development</b>
<b>Job Family Role Profile</b>	<b>PCD10i</b>
<b>Final Grade</b>	<b>11</b>

To be read in conjunction with the job family role profile

#### Service Area description

This post is part of the edge of care and children's home service area, supporting vulnerable young people and their families to manage difficulties they may be experiencing around issues of attachment, trauma, social exclusion, and emotional health and wellbeing. The service aims to provide high quality care, support and advice for young people who are looked after or at risk of becoming looked after and their families.

#### Purpose of this post

- Responsible for supporting the Registered Manager when developing and delivering the homes 'Statement of Purpose', support the Registered Manager to lead and manage the team to ensure high standards of care are provided to children and young people living in the home.
- To ensure the children and young people are afforded the opportunity to have their voice heard as part of their care planning and lead and motivate the team to deliver and coordinate services in order to meet those needs whilst living at the home
- Demonstrate an innovative solution focussed therapeutic approach to enable the team to deliver high quality care and support for the children young people living at the home.

#### Key job specific accountabilities

1. Support the Registered Manager of the Children's Home to provide evidence of high standards of care as required in accordance with relevant legislation, procedures and policies and deliver the 'statement of purpose' for the home.
2. Support the team to assess and develop support for the children and young people's care planning demonstrating inclusivity throughout.
3. Support the Registered Manager to develop a community of care in and around the home, to include young people, staff and other stakeholders including those in the community. Be an integral part of multi-disciplinary team to support children and young people's placement at the home.
4. Chair or facilitate meetings between family members, social workers and other stakeholders as part of the service review and development plan on behalf of the registered manager when necessary.
5. Support the registered manager to deliver the team's training and development programme to enable them to have available all necessary skills, expertise to meet the needs of the children and young people.
6. Coordinate the audit of activity within the home including administrative, care planning and reporting.

7. To have overall responsibility for the health and safety of young people, staff and the building in the absence of the Registered Manager.
8. To support the Registered Manager to ensure the physical state of the building is maintained, is clean, safe and a welcoming environment. Ensure any repair/maintenance issues are dealt with promptly.

To model and promote good equalities practice and value diversity across the service.

**Please note annual targets will be discussed during the appraisal process**

### Key facts and figures of the post

#### Budget Responsibilities

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#### Staff Management Responsibilities

- To support the Registered Manager with the recruitment, selection and appointment process in line with the Councils safer recruitment policy.
- Support staff members to promote the emotional and physical health and wellbeing of young people living in the home. Support the young people to be aspirational.
- Provide robust supervision and appraisal opportunities for staff which is reflective and offers development opportunities.
- Ensure that professional ethics and behaviour are demonstrated by staff at all times. Be a visible resource for coaching, modelling and development of the staff team. Ensure clinical practices and medication processes within the home are conducted in line with legislation
- To develop and promote appropriate and therapeutic relationships between staff, children and families. Promote the children's involvement and participation in the day to day life of the home.
- To undertake any other duties as may be required by the management.

#### Other

- ICT equipment security safety
- Codes of conduct, Regulations, Policies and Procedures of the Council
- Health and safety
- Mandatory training is delivered and all staff receive it
- Compliance with regulatory standards and responsibilities
- Full staffing of the home and appropriate delivery of the staff rota including sleep in duties/on call responsibilities in line with the direction from the Registered Manager

### Essential Criteria - Qualifications, knowledge, experience and expertise

#### Essential Qualifications

- Diploma 5 in children and young people care management (or the enrolment to complete the qualification within 2 years appointment)
- Social work or relevant qualification for children and young people

#### Desirable Qualifications

- Youth and community qualification
- RGN qualification
- Crisis intervention recognised qualification

#### Essential Knowledge

- Children's home regulations (2001) and additional amendments
- Children's act 1989
- National minimum standards
- Lscb safeguarding policy
- Awareness of Research material/reports legislation around child care/safeguarding/good practice
- Understanding of assessing individual needs and formulation of child centred care plans

#### Desirable Knowledge

- Knowledge of attachment, autism adhd, odd , and similar conditions affecting behaviour
- Anger management tools in order to de-escalate

#### Essential Relevant Experience

- Significant experience working in a residential setting for children and young people. Or evidence of working closely with young people who have looked after experience

- Supporting children and young people with complex needs and challenging behaviours

### **Essential Skills**

- Strategies for working with children with challenging behaviour and complex needs
- Ability to evaluate and promote equality ,diversity and children’s rights
- Budget management understanding
- Ability to communicate effectively

### **Desirable Skills**

- Budget management skills

### **Essential other**

- Ability to work flexibly around the needs of the service including residential and sleep in duties.
- Ability to resolve conflict and mediate with young people and relevant adults.
- Ability to travel independently both in county and out of county if required.

### **Disclosure and Barring Service – DBS Checks**

- The level of check required is:
- DBS Enhanced – Children

### **Job working circumstances**

#### **Emotional Demands**

- Emotional demands are high and frequent and can be of intense periods due to the challenging behaviours of the children and significant adults

#### **Physical Demands**

- There is an expectation to engage with young people and the ability to manage violent behaviour in a trained and non-confrontational way.

#### **Working Conditions**

- Lone working will require diligence and good knowledge of safeguarding procedures.
- The ability to undertake meetings in confrontational settings where aggression may be experienced

### **Other Factors**

- To undertake sleep in residential duty
- The ability to travel across the county and outside of the county should the service require.