

## Deputy Manager – Job Description

At Cambian, we aim to become the provider of the best quality behavioural health services in the UK. We change people's lives through our passionate care and expert approach, raising their expectations, stabilising their conditions and enabling them to achieve their personal best.

### **Main Purpose of the Job:**

To assist the manager in achieving the aims and objectives of the Statement of Purpose. To deputise in the absence of the Registered Manager. To support and manage the staff to enable them to meet the needs of the children and young people. To undertake direct work with Children and young people as appropriate. To be the responsible person in managing child protection concerns and complaints. To work in partnership with other professionals to achieve optimum outcomes for young people. To offer supervision and support to senior staff in line with National Minimum Standards.

### **Duties & Responsibilities**

*To meet the needs of children through:*

- ☐ Ensuring that each young person has an allocated key worker
- ☐ Ensuring that each member of staff is aware of each child's placement plan and their responsibilities for its implementation
- ☐ Attending childcare reviews and planning meetings to provide information and achieve best outcomes for young people
- ☐ Undertaking direct work with young people and acting as an appropriate role model.
- ☐ Assist in developing systems in which young people are consulted about the quality of care they receive
- ☐ Maintaining accurate written records in logs, continuation sheets and files both to record information and enable regular monitoring and evaluation to take place
- ☐ Working in partnership with parents, carers and other professionals to safeguard and promote the welfare of young people.
- ☐ Chairing children's meetings and facilitating consultation with young people generally
- ☐ Acting as an appropriate adult at PACE interviews

*To manage a staff team through:*

- ☐ Providing managerial control and direction in relation to staff duties and responsibilities.
- ☐ Assist with the recruitment and retention of staff including induction training for new staff into the home.
- ☐ Supervision of new starters during their probationary period.
- ☐ Develop a management style which balances the need to exercise control and give direction with the need to offer staff the opportunity to decision making
- ☐ Taking responsibility for planning shifts and ensuring their smooth running when on duty.
- ☐ Providing consultation and informal advice and support to staff in relation to day to day matters.
- ☐ Offering 1:1 supervision to staff in line with National Minimum Standards
- ☐ Identifying and progressing individual training and development needs of staff in the context of their personnel development plans
- ☐ Undertaking annual appraisal of staff
- ☐ Addressing issues in relation to conduct and competence of staff.
- ☐ Conduct management investigations when required.
- ☐ Assist the Registered Manager in promoting personal and professional development through the appropriate delegation of duties and responsibilities.
- ☐ Contributing to team and staff meetings to facilitate good communication and staff development
- ☐ Ensuring staff work within the Homes policies, procedures and National Minimum Standards requirements.

*To develop systems which ensure the effective allocation of resources through:*

- ☐ Ensuring adequate staffing levels that meet the needs of the Home
- ☐ Ensuring that budgets are managed effectively and the use of finances is properly monitored including petty cash returns, weekly attendance records.
- ☐ Ensuring that company vehicles are clean and regularly maintained
- ☐ Monitoring closely the fabric of the building (including fixtures, amenities and grounds) and taking remedial action where necessary.

*To promote the efficient and effective operation of the Home through:*

- ☐ Developing in consultation with young people and staff routines in relation to all aspects of child care.
- ☐ Clarifying expectations in relation to maintaining the Home in a clean and orderly condition.
- ☐ Creating rotas which fit best with children's needs and which allow proper handovers between shifts.
- ☐ Ensuring that there are appropriate and adequate reporting and recording system in place to comply with National Minimum Standards.
- ☐ Attending to all administration issues in relation to the Home and the provision of weekly management information reports for HQ.

*General Responsibilities:*

- ☐ To assist the Registered Manager in the implementation of all aspects of the Statement of Purpose
- ☐ Contribute to the devising, implementing and evaluation of changes with the involvement of front line staff to continually improve services, systems and standards, in conjunction with the Registered Manager and the Senior Management team
- ☐ To deputise in the absence of the Registered Manager
- ☐ To drive company vehicles – subject to policies and procedures
- ☐ To work on a rota basis according to the needs of young people
- ☐ To ensure that resources are allocated appropriately and financial records are accurately maintained
- ☐ To receive supervision in line with National Minimum Standards and to take responsibility for personal development and progress of individual training needs
- ☐ To carry out all other reasonable tasks or directed by the Registered Manager.

## PERSON SPECIFICATION

### DEPUTY MANAGER Essential Qualifications

### Desirable

- ☐ Secondary Education with good standard of literacy and numeracy
- ☐ NVQ 3 in caring for Children and Young People (or equivalent)
- ☐ Working towards NVQ4

- ☐ Management qualification
- ☐ Current driving license
- ☐ NVQ 4

### Knowledge & Skills

- ☐ Knowledge of National Minimum Standards
- ☐ Awareness of Equal Opportunities/ADP issues
- ☐ Knowledge of the Children Act and other relevant legislation
- ☐ Team Building Skills
- ☐ Supervision Skills
- ☐ Ability to manage teams effectively
- ☐ Ability to communicate both verbally and in writing
- ☐ Understanding the needs of BESD children including managing challenging behaviour
- ☐ Indepth knowledge of 'Every Child Matters'
- ☐ Excellent organisational skills
- ☐ Ability to motivate and enthuse staff

- ☐ Counselling Skills
- ☐ Training Skills
- ☐ Drugs Awareness Training

### Experience

- ☐ 1 years relevant supervisory experience
- ☐ 12 months experience of working in a residential setting with young people with challenging behaviour

- ☐ Experience of acting as an appropriate adult (PACE)