

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	Children's Social Care
SECTION:	Residential Children's Homes
LOCATION:	Middleton
JOB TITLE:	Assistant Homes Manager
POST NUMBER:	
Grade:	Grade 7
Accountable to:	Registered Manager (Children's Social Care)
Accountable for:	Residential Child Care Workers and Domestic Staff based at the home
Hours of Duty:	37 hours per week
Any Special Conditions of Service:	The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C. Appointment to this post is subject to enhanced Disclosure and Barring Service including a barred list check against the adult workforce. This post is not Politically Restricted in accordance with the current regulations

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

ORGANISATIONAL CHART

REGISTERED MANAGER

ASSISITANT UNIT MANAGER

RESIDENTIAL CHILD CARE WORKER

PURPOSE AND OBJECTIVES OF THE JOB

To assist and support the Registered Manager of a Children's Residential Home. To maintain a high standard of professional practice. To ensure that resources are used and organised in ways which are consistent with Council and Service Policies and Procedures, ensuring that they are best suited to meeting the physical, emotional, intellectual and spiritual needs of individual residents.

To assist the Registered Manager to implement, maintain and develop the Residential Services in accordance with the Children's Homes Regulations and ensure compliance with the Children's Home Regulations and Care Standards of the National Care Standards Act 2000.

The Purpose of the unit

To provide a safe warm, caring and stable environment for those young people between 11 – 17 years whom residential accommodation is the preferred or necessary option. To create a culture and ethos within the home in which the needs of the young people are paramount, and they are encouraged to develop, mature and grow.

To provide accommodation to children.

To support and encourage young people, offering guidance, enabling them to effectively manage difficulties and issues facing them. To ensure they receive individual support according to their needs, and where appropriate, their wishes.

To work collaboratively with young people, their families, residential workers and other relevant professionals.

To listen to young people enabling them to participate in the range of socially valued activities and interests within the community. Optimising full use of local facilities.

To maintain, promote and encourage, where appropriate, young people's links and contacts with their own families and friends.

To promote and encourage young people to be proactive in their health and well-being, encourage and support them to maintain a healthy life style.

To provide for the needs of young people from different backgrounds, religions and culture, and ensure that young people are not discriminated against in any way.

To ensure the measures of control used within the home fall within service policies and practice and enable young people to gradually take more responsibility for their own behaviour and assume more control over their lives.

To positively encourage and support young people to attend education /employment/ training facilities made available to them. To advocate on their behalf where such facilities have either not been made available or have been withdrawn.

To provide young people with the opportunity and experience to develop social and practical living skills enabling them to make a smooth transition into adulthood.

Control of Resources

Personnel

To be responsible for the direction, support and motivation of employees under his/her control to help them develop to their full potential in order to meet the objectives of the Service.

Financial

To manage that part of the Service's financial resources which relates to the work of the post holder.

Equipment/Materials

To be responsible for the premises furniture, equipment and consumable goods used in relation to the work of the postholder.

Building

To assist the Registered Manager with the maintenance of the fabric of the Home to a satisfactory standard

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal:

Members of the Council, Senior Management and staff within the service and other Council services, Trade Union representatives.

External:

Staff of other local authorities, Government Departments and public service agencies, member of the public, Trade Union representatives.

Responsibilities

The post holder must:

- (i) Deliver on the content of the certificate of registration and the Statement of Purpose.
- (ii) Fulfil the role of Assistant Homes Manager, in line with the Children's Homes Regulations and Care Standards of the Care Standards Act 2000.
- (iii) Ensure that the Council's statutory requirements and policies are carried out efficiently, effectively, economically and equitably.
- (iv) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (v) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.
- (vi) Perform his/her duties in accordance with the Health and Care Professions Council.

Values and Behaviours

Approach the job at all times using the values set out in the Rochdale Way:

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach
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Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

1. To operate within the spirit and framework of the Children Act 1989 & 2004 and ensure that the Home complies with all of the requirements of the Care Standards Act 2000 Regulations and Standards.
2. To assist the Registered Manager in the implementation of Service Policies, Practices and Procedure. Ensuring the Residential Home operates according to its designated task and function (related to the Statement and Purpose).
3. To establish and maintain a system of regular formal supervision for all staff members.
4. To assist the Registered Manager with appropriate staff and management cover/rotas.
5. To assist the Registered Manager identify the developmental and training needs of Home staff. To help facilitate the improvement of skills and knowledge by direct and indirect coaching and training in consultation/conjunction with the Service's Employee Development Section.
6. To assist the Registered Manager with the monitoring and maintaining process by which staff undertake Diploma level 3 in Children and young people's workforce.
7. To create a high quality, caring, child centred environment within which personal growth is encouraged, individual needs identified and met and where a care plan is formulated for each child/young person. This will include direct involvement in the care and support for young people.
8. To ensure that all children/young people are made aware of their rights, responsibilities and privileges, including the Complaints Procedure for Children/Young People.
9. To participate in the recruitment and appointment of staff. To comply with the Council's Recruitment and Selection Code of Practice.
10. To assist the Registered Manager with the budgetary/financial in relation to the operation of the Home and ensuring that these duties are effectively carried out.
11. To actively oppose discriminatory practices in relation to colleagues/young people, whether based on race, religion, gender, disability, sexual orientation.
12. To provide an environment which positively promotes an awareness, understanding and sensitivity towards individual, racial, religious and cultural background. (Which is evident in the physical environment of the home).
13. To comply with Care Standards for Children's Homes by effectively leading the team in order that those care standards are achieved.
14. To ensure that the Home works with children/young persons and their families to maintain the child/young person's link with home, school, friends and other relations and to work positively towards the child/young person's return home where this is consistent with their welfare and safety.

15. To create and maintain good working relationships with Fieldwork/Specialist staff and with professional colleagues from external agencies in order to ensure effective communication and collaboration takes place.
16. To prepare for and co-operate with inspections conducted by Ofsted.
17. To assist the Registered Manager with the Action Plan in response to inspection reports and Regulation 44 Visit Reports.
18. To facilitate the key worker role in the unit and ensure that RCCWs have the necessary support and training in order to undertake all the duties of that role.
19. To work to the Codes of Practice as laid down by the Health and Care Professions Council.
20. In the absence of the Registered Manager to complete Regulation 45 monitoring of the home
21. To ensure that allegations or suspicions of abuse are responded to quickly and in line with Child Protection Procedures.
22. To deputise in the absence of the Registered Manager.

Secondary Duties

1. To ensure that administrative/financial and organisational arrangements are such that they maximise the potential for the children and young people to exercise choice and responsibility in all aspects of their lives.
2. To ensure that reports by Residential Child Care Workers are appropriately prepared for reviews/panels/planning meetings, etc.
3. To attend and chair where necessary, meetings both internal and external to the Authority, as appropriate.
4. To assist with the production of Policy and Procedure and Practice documents in relation to the home.
5. To assist with the provision of management information about the home.
6. To attend training and staff development events as required.
7. To review and update administrative systems and maintain an organised and efficient office for the use of all staff.
8. To ensure co-operation with the Care Standards Commission local office, in order to comply with the inspectorial requirements and the recommendations emanating from such inspection visits.
9. To assist the Registered Manager to regularly review and update the homes Statement and Purpose and Function document which covers the operation of the home.
10. To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
11. To undertake such other duties of an equivalent nature as may be determined from time to time by the Service Director (or nominated Representative) in consultation with the postholder and if he/she wishes with his/her Trade Union Representative.
12. To take responsible steps to ensure good relationships with neighbours and the wider community.

Job Description prepared by	S Titcombe/S Garner/ A Lancashire	Date	
Agreed by Postholder		Date	
Supervisor		Date	
Chief Officer		Date	

**Rochdale Metropolitan Borough Council
Person Specification**

Service :	Children's Social Care	Post:	Assistant Unit Manager
Section :	Residential Children's Home	Post Number :	
Job Ref:		Grade:	7

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

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Criteria	Essential (E)	How Identified: AF Application Form I Interview A Assessment
(a) Special Working Conditions		
1 To be available to receive telephone calls in an emergency (not on call)	E	AF/I
2 Hours worked on a rota/shift basis.	E	AF/I
3 Able to be flexible over rostered hours, to take account of particular problems (e.g. staffing, behaviour of residents)	E	AF/I
4 Sleeping in requirement	E	AF/I
5 All applicants are reminded that there is a no smoking policy applying to staff employed within the Children's Home	E	Af/I
(b) Qualification and Experience		
1 Do you possess a CQSW, CSS, CRCCYP, Dip SW, or NVQ level 3 in Child Care	E	AF/Certificate checked at interview
2 Do you possess (or be willing to obtain) NVQ Level 4 in Management	E	AF/I/Certificate
3 Tell us about your experience of child care social work (including working with families)	E	AF/I
4 What is your understanding of supervising staff	E	AF/I
5 Give details of your experience of applying anti-discriminatory work practices	E	AF/I
(c) Skills and Knowledge		
1 Tell us about your ability to lead a team in providing a high standard of care.	E	AF/I
2 Give details of your ability to plan, prioritise, delegate and motivate in your work.	E	AF/I
3 Please give details of your ability to assess young people's needs.	E	AF/I
4 Tell us about your ability to communicate clearly in writing and verbally.	E	AF/I
5 Detail your ability to communicate effectively and assertively with young people and adults.	E	I
6 Tell us about your knowledge of strategies for working with troubled young people.	E	I
7 Please give details of your knowledge of human growth and development	E	AF/I
8 What knowledge about the care system and the needs of	E	AF/I

	young people.		
9	Tell us about your knowledge of relevant legislation, current issues and concerns in relation to residential care.	E	AF/I
10	Please give details of your ability to effectively use I.T software packages, including use of Microsoft Office, Windows, the Internet and Email	E	AF/I
(d) Behaviours and Values			
1	Approach the job at all times using the values set out in the Rochdale Way: • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach Please confirm you are willing to adhere to these values and behaviours.	E	AF/I