

Job Title: *Registered Manager*

Location

Primarily based in Lancaster

The Role

42 hour Full Time Role

You will be responsible for managing all aspects of running the home to ensure young people are supported and prepared to move onto to independent living. You will ensure that high levels of emotional and physical care, appropriate activities, comfortable accommodation and the service of keyworkers are planned, provided and applied in accordance with home's Procedures and Strategies.

You will be the 'Registered Manager' for the home as specified in the 'Childrens Homes Regulations 2001' and required to fulfil the obligations set out in the National Minimum Standards for Childrens Homes. To manage the operational activities within the specified service area in accordance with legislative and policy requirements.

Therefore, emotional sustainability, sound partnership practice, verbal and written communication techniques, the ability to form lasting relationships, commitment to working issues through, to be tenacious in working in a planned way to achieve the best outcomes for the young person through establishing small achievable targets are required.

An emphasis on staff development and coaching is a mandatory requirement.

You are expected to run your home in line with the wishes of ABC Care & the authorities of the children accommodated within it.

Start time is 08:30 however start/finish times may vary to accommodate young people& their needs.

You are expected to arrange your rota around the needs of the home.

Responsible to

- Directors

Job Purpose

Strive to achieve positive outcomes for the children & young people.

To be responsible for the day to day management of all operational services within the designated service area by ensuring the provision of a 24 hour, 7 day service which is capable of responding as required to requests for service out of office hours.

Ensure that the ways you provide your services safeguard children, young people and staff, and fully protect their welfare.

Ensure that the services you provide consistently meet the needs of children, young people and demonstrate improved outcomes.

To promote the practice of working in partnership with young people, their families, other staff within ABC Care, and other agencies, in order to meet the needs of young people, achieve joint objectives and provide complementary services.

To co-ordinate, attend and, where appropriate, chair service, staff and user meetings as required.

Lead and manage your home, including your staff team, effectively and efficiently. To actively participate in recruitment, grievance, disciplinary, health and safety and other staffing matters with support from the Directors & HR services.

Monitor and evaluate the quality of the services that you will provide.

Exercises effective leadership by implementing organisational strategies, such that the home is organised, managed and staffed in a manner that delivers sound, good quality care that meets the individual needs of each child at the home & the objectives of ABC Care.

Ensure staff and volunteers are supported and guided to fulfil their roles and provide a high quality service to children. Maximise the effectiveness of staff through motivation, development, regular supervision & annual appraisals. This includes setting and reviewing targets and objectives for the home's staff team in order to ensure that work is focused and has clear direction.

To take the lead in setting standards and evaluating achievements; to take a proactive role in securing improvements in the quality of services provided by ABC Care.

To contribute to training strategies which reflect the objectives and targets of the service and which promote and maintain a learning culture within the workplace. To undertake essential training to fulfil this.

To manage staffing resources flexibly and efficiently within the agreed guidelines.

To ensure that staff training and development needs are identified and ensuring that those needs are met. To assist in training staff as required.

To manage resources effectively, including budgets, buildings, equipment etc and the use of resources not provided directly by ABC Care LTD, under the Children Act and Childrens Home Regulations. To regularly inspect the condition of the structure, fabric, furnishings and fittings of the building to ensure that all necessary equipment, etc. is in good working order and of a reasonable and acceptable standard of repair.

To support young people on a one to one basis enabling them to move towards a greater self-understanding - this will help them to deal with life changes.

To ensure a strong network is established with the homes, staff and other external agencies such as CAMHS, Childrens Services and the Child Protection Unit.

Liaise & communicate with members of the staff team & other relevant professionals in order to work in the best interest of the young people.

To maintain appropriate records for the required period of time & submit all necessary paperwork and reports on time & to a high standard.

To ensure effective communication to all staff through written information, team briefings and management meetings.

To provide necessary information as required and to ensure recording systems meet county and legislative requirements for finance, fire precautions and other records.

To maintain consistency with each young person by communicating with all professionals that support the young person. To be responsible for ensuring a full flow of information into and out of the team and to develop effective communication strategies and systems which assist staff in the operation of their duties.

Ensure external confidentiality is maintained and complies with company policy & child safeguarding procedures.

To lead health & Safety Policy and general company working practices. To take responsibility for health and safety, equal opportunities and data protection within the scope of the post.

To develop and implement policies and procedures which govern the service.

To undertake any other duties, as assigned by the Directors of ABC Care.

To support pastoral care, education and therapeutic intervention offered by any internal or external professional.

To work flexibly according to the demands of the service and to perform such other duties, as may be required, reasonably from time to time, including work outside of normal hours.

To support young people leaving ABC Care by offering additional support during the notice period.

To provide effective leadership to a staff team.

To be personally responsible for anti-oppressive care practices.