

REGISTERED MANAGER JOB DESCRIPTION

Post:	Registered Manager
Project:	Children's Residential Home
Responsible To:	Responsible Person within Safe Places for Children
Reports To:	Responsible Person and Senior Management Team
Base:	Downpatrick, Northern Ireland
Contract:	Full Time Contract (Probation Period)
Salary:	£45,448.00 per a Year + Extra Shifts paid as Overtime

Background Information

Safe Places for Children was founded as a Registered Charity in April 2016 with the aim of supporting the most vulnerable young people within the residential care industry. Safe Places for Children provide complex traumatised young people in care with individualised therapeutic residential homes within either England or Northern Ireland. Our mission is ***At Safe Places, it's all about the young people***. Our values focus on being ***supportive, responsive, passionate, professional and united***.

The Young People that Safe Places for Children provide care for can at times display **Challenging Behaviours that include but are not limited to the following**; Destroying Property, Absconding, Self-harming, Poor Hygiene, Sexually Acting out towards other Young People or Workers, Fire Fascination, Cruelty to Animals, Anti-social Behaviours, High level Defiance, Physical Aggression including Hitting, Spitting, Kicking, Threatening Young People and/or Workers and Verbal aggression.

Our aims and objectives at Safe Places for Children is to provide a model of care that focuses on providing stability, a nurturing & domestic environment that can support positive outcomes for Young People. The Service Delivery will operate in line with our Registered Homes **Statement of Purpose** and our Organisational **Integrated Practice Framework (IPF)**. Safe Places for Children hire staff members that have the skills, qualities, experience, qualification and abilities to work with High Risk and Complex Traumatized Young People. This **Job Description** outlines the roles and responsibilities in which you have been employed to provide.

General Responsibilities

Employees of Safe Places for Children will be required to promote and support our mission: ***At Safe Places, it's all about the young people*** and our values which are to be ***Professional, Responsive, Passionate, United and Supportive*** with all stakeholders, colleagues and management that are connected with the organisation and also with young people in our care.

General responsibilities include, but not limited to, the following:

- Provide a caring service at all times and treat those they come into contact with in a courteous and respectful manner;

- Carry out duties and responsibilities in a manner which assures the safety of young people, colleagues and the public;
- Build a strong and positive team culture and ensure that adequate rostering / cover is in place within the home;
- Facilitate team meetings, case inductions, sending reports and assisting in any performance issues that require to be addressed, through direction from the Registered Manager;
- Lead the development of staff, through Professional Development Plans, Coaching and Identifying areas of Development & Improvement, as directed by the Registered Manager;
- Complete and Undertake ongoing Risk Assessments, Safety Plans and update Positive Behaviour Support Plans and identify other strategies to support the wider team;
- Identify and review Data Trends in regards to Incident Management within the Registered Service and Update Documentation to Reflect Support for Team Members within the Service;
- Deliver and Participate in Incident Reviews with Individual Staff Members and Team Members. Role Model practices and expectations to Team Members within the Service;
- Attend Multi-Agency (Stakeholder) Meetings with the Relevant Authority, Partnership Organisations and anyone that is involved in the direct care of the Young People at the home, this includes family members, multiple disciplinary teams etc;
- Support the 24 Hour On-Call system on a Rota basis and provide direct On-Call support for a minimum of four days a week for the staff members;
- Support the Organisation to run a successful Staff Team and support all day to day running's within the Registered Home.
- Lead and deliver all care aspects within the Registered Home, this includes day to day arrangements to support Care Planning needs for each Young Person;
- Effectively contribute to obtaining and maintaining the organisations licence and reputation. This includes, but not limited to taking the lead and responsibility for all Safeguarding matters within the home. Ensure that Regulation Standards and Requirements are embedded into the Registered Home;
- Ensuring Compliance with Safe Places for Children and the Relevant Authorities' Policies, Procedures, Regulations and Standards at all times, and address issues with Team Members that fail to meet this Standards and Expectation's;

- Review Daily Shift Reports; Case Handovers; Weekly Uploads and Monitor the Information that is recorded within any Critical Information Reports (Responsible for communicating these to the Relevant Authority) and Care Map (Care Planning Document) for each Young Person in the Registered Service;
- Support Formal Supervision sessions with the team at least once a month and undertake Annual Yearly Appraisals and Probation meetings in absence or with direction from the Registered Manager;
- Support Informal Support Sessions within Team Members in the Registered Service and Support the Registration Requirements in relation to Recruitment needs (participate in Interviews), Experience, Qualifications and Training needs;
- Continue and Strive for an Outstanding Rating from the Registered Regulator and work immediately on the items that need to be addressed after an inspection, this information needs to be completed via the processes within Safe Places for Children;
- Demonstrate ongoing commitment through regular attendance and efficient completion of all tasks allocated to them via the organisational Senior Management Team or via the Direct Line Manager;
- Ensuring the highest standards of care, in relation to the Children's physical behavioural and emotional needs, this includes that the Duty of Care of being adhered to within the Registered Home and that Day to Day arrangements are in place for basic needs of each Young Person;
- Supporting Young People to successfully engage with their Routine and Programme that can include, but not limited to outdoor activities, board games, walks, education, health appointments etc, ongoing review of the Routine and Programmes are expected to help with consistency within the Registered Home;
- Publicise and promote the aims and objectives of the organisation and Role Model & Adhere to all Organisational Policies and Procedures. Ensure that Policies and Procedures are used to address matters that come from the Registered Home;
- Evaluate the impact of all work undertaken, with emphasis placed on reflective practice with Team Members within the Registered Home. This position requires a need to undertake and deliver continuous review of the Registered Home;
- Contribute to the overall evaluation of the organisation and the continued development of Safe Places for Children; Team Member and undertake Continuous Professional Development in regards to own Professional Practice;
- Carry out Duties and Responsibilities in line with Safe Places for Children Health & Safety Policy Statutory Regulations, as a Manager ensure that these are embedded

within the Registered Home and take responsibility for investigating themes and trends in the Registered Home;

- Adhere to Safe Places for Children Equal Opportunities Policy throughout the course of employment and ensure that this is adhered too in regards to the expectations placed on all Employees of Safe Places for Children UK;
- Support the Case Management of Young People and Assist in developing the relevant plans in a partnership with the Relevant Authority. Manage. Role Model and Assign Allocated Domains to Team Members within the Registered Home to help with Case Management and Care Planning needs;
- Achieve Outcomes (life skills, coping skills, school, health, therapy, family) and ensure appropriate child participation in all aspects of care, this will involve an Holistic and Person Centred Approach from Team Members and Management;
- Create a Comfortable, Nurturing and Safe Environment and maintain a high Standard of Care for all Young People within the Registered Home. This includes keeping the House Clean and reporting all damages etc. through to relevant Processes within Safe Places for Children;
- Flexibility for all shifts including sleepovers (time off requests not guaranteed). Facilitate team meetings, staff meetings and training, supervision as required per the position. Create a learning environment for team members to participate and develop with in;
- Demonstrated ability to independently use Microsoft Products, this includes not limited to Microsoft Word and Excel. Demonstrate ability to independently and confidently use Edge or Chrome Internet. Ability to learn new computer skills with training or online tutorials;
- All staff members must complete relevant history checks and have a current Full UK Driver's License. Any changes to this all staff members must notify their line manager;
- Excellent written and verbal communication skills. Leadership skills – inspire team, develop working systems; Team work – small team, broader Safe Places team, broader stakeholder team;
- Crisis management skills and opened to feedback and new approaches. Demonstrate ability to work through problems professionally and appropriately;
- Ensure the ongoing confidence of the public in the organisational service provision;
- Participate and engage in a “step up” process in regards to short term position appointments that help ensure the delivery of the Registered Service or Safe Places for Children's needs, this is to be agreed by the General Manager of Operation;

- Any other duties, roles and responsibilities deemed necessary by Management.

Pay and Terms and Conditions

Salary	£45,488.00 per a Year
Hours	Full-time (38 Hours per a Week) – this post will require flexible working hours (Including Sleepover and Shift Work) to meet the needs of the organisation and this specific service. An Hours Bank Systems is operated within Safe Places for Children.
Holidays	33 days per year including Bank Holidays
Probation	You will serve a probationary period of six months. This may be extended if considered appropriate.
Waiting List	A waiting list may be compiled for any similar fixed-term or permanent vacancies that arise in the next 12 months.

Canvassing, either directly or indirectly, will be an absolute disqualification. We will review this Job Description and it may include any other duties and responsibilities, as determine in consultation with the job holder. We do not intend to be rigid and inflexible but rather to provide guidelines within which the job holder works.

Records Management

All Safe Places for Children employees are legally responsible for all records held, created or used as part of their business within Safe Places for Children, including client, corporate and administrative records whether paper-based or electronic and including emails. Safe Places expect all staff members to protect all associated data with regards to our line of work in a confidential and secure manner.

Staff members have a responsibility to report any breaches, issues or concerns about data protection through to Safe Places Data Protection Officer or their Supervisor. Staff members are to operate and manage data in line with the organisations policies, processes and procedures. Staff members are to be aware and function in a process that meets legal requirements stipulated in the General Data Protection Regulations 2018 (GDPR) and Data Protection Act 2018 (DPA).

Essential Skills and Qualifications

- Third Level Qualification in a minimum Social Work degree for Registered Manager appointed within Northern Ireland.
- Desirable Level 3 Leadership and Management Qualification
- 2 Years' experience in working with traumatised young people and desirable experience would be to have worked previously with young people in a 1 to 1 setting.
- 1 Years' experience in managing staff members within a Registered Children's Home.
- Experience off working with regulators such as RQIA.

- Sound knowledge of relevant legislation and local frameworks with regards to Children services.
- High levels of internal and external report writing.
- High level of engagement and professionalism when engaging with all stakeholders.
- Ability to be on-call for a minimum of 4 days a week.
- Ability to demonstrate the organisations values and mission statement.
- Ability to have shown the use of own initiative and setting a high standard.
- Have held a UK Driving Licence for more than 1 Year and no more than three penalty points.
- Police Checks and other checks deemed necessary by the organisation.



Safe Places
for Children