

# APEX

## Personnel Specification

**POSITION:** Deputy Manager

**LOCATION:** House In the Wells

**DATE COMPLETED:** June 2024

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATION/ QUALIFICATIONS/ ATTAINMENTS</b>	Level 5 Leadership and Management in Health and Social Care	Diploma in addiction studies
<b>RELEVANT EXPERIENCE</b>	Minimum of 5 years experience working with individuals with addiction problems  2 years supervision experience including administration and staff supervision.  2 years experience of harm reduction in a residential setting  Experience of Managing staff  Knowledge of all relevant legislation including Supporting People requirements	Experience in administrative duties including finance.  Experience of contact with statutory agencies and social services
<b>SPECIALIST KNOWLEDGE/ TRAINING</b>	Knowledge and experience of harm reduction & issues associated with homelessness with addiction and/or domestic violence	Counselling Training  Experience of Conflict Resolution
<b>PERSONAL SKILLS</b>  <u>Communication</u>           <u>Leadership</u>	Ability to: Communicate effectively and establish and maintain good working relationships with the multidisciplinary team, residents, visitors, colleagues, relatives, other departments and all levels of management.  Effectively supervise a team of staff .  Use personal initiative.  Manage personal/professional boundaries.  Ability to motivate	

<p><u>Administration</u></p> <p><u>Initiative</u></p> <p><u>Confidentiality</u></p> <p><u>Empathy</u></p>	<p>Delegate effectively Read and understand written work, write clear and accurate reports/records.</p> <p>Complete all relevant Legislative documentation as per Apex policy and procedure and statutory and regulatory bodies.</p> <p>Prioritise workload</p> <p>Recognise change and respond to it.</p> <p>Maintain confidentiality.</p> <p>Respect the unique working environment (residents` home).</p> <p>Display empathy with residents.</p>	
<p><b>DISPOSITION</b></p>	<p>Attitude which values vulnerable adults as a whole person of equal value to anyone else, with the same right to be treated with respect.</p> <p>Ability to work as a part of a team and support staff as necessary.</p> <p>Willingness to accept instructions/direction.</p> <p>Committed to engaging in opportunities for professional development and learning</p>	
<p><b>CIRCUMSTANCES</b></p>	<p>Must be flexible and available to work unsocial hours (including weekends and bank holidays) on a 7-day rota basis</p> <p>There is an expectation to participate in an on-call rota on a rotational basis, including working shifts where no alternative cover is available (at short notice).</p>	<p>Mobile with full time access to car.</p>

Completed application forms must be returned to  
Personnel and Training Department  
Apex Housing, 10 Butcher Street, L'Derry, BT48 6HL