

**JOB DESCRIPTION**

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| **Job Title** | **Location** |
| Deputy Manager – Maternity Cover (April 2025 – January 2026) | The Mews Supported Living143a Glen Road, Belfast BT11 8FU |
| **Accountable to** |
| Registered Manager. |
| **Purpose of the Job** |
| The Deputy Manager will support the Registered Manager to meet the Domiciliary Care Agencies Regulations (Northern Ireland) 2007 and the DHSS&PS Domiciliary Care Agency Minimum Standards. They will ensure that NIHE "Supporting People" contractual requirements and standards are met and maintained. The Deputy Manager will support the Registered Manager to develop and implement personalised care / support plans and individual risk assessments to meet individual needs. They will ensure the delivery of quality care & support as well as managing budgets and resources effectively. The Deputy Manager is expected to work on a rota basis to include evenings, weekends and public holidays. **The Service**The Mews is a Positive Behaviour Support Service (PBS) which consists of 12 single occupancy apartments located in West Belfast. The service provides a Person-Centred approach through supported living solutions to service users with Learning Disabilities, Autistic Spectrum Disorder and complex needs. The Service operates under the Positive Behaviour Support (PBS) Framework and provides 24hr care and support. |
| **Salary/ Hourly Rate** | **Hours of Work** |
| Salary starting at £40,476 (pro rata) per annum | 37 Hours per WeekFlexibility is required to meet the needs of the service.(Rota basis to include evenings, weekends and public holidays) |
| **Closing Date** | **Length of Contract** |
| **Friday, 28th March 2025 at 10:00 am** | **Maternity Cover: April 2025 – January 2026** |

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| **Our Benefits** |
| **Annual Leave:** 35 days leave (pro rata) inclusive of public and statutory holidays. This increases by 5 days after 5 years’ service and a further 2 after 10 years’ service.**Pay Progression:** Annual incremental pay increases on salary scale.**Pension:** Auto enrolment Pension through Standard Life. Employer contribution 4%, employee 5%Cash Occupational Sick Pay Scheme.**Occupational Sick Pay:** Sick pay benefit that increases with length of service.**Investor in People Platinum:** The Cedar Foundation hold the Platinum Award that demonstrates our commitment to development of our teams through training and learning opportunities.**Westfield Health:** Cashback health scheme and free and confidential 24hour counselling service. |

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| **Our Vision, Mission and Values** |
| **Our Vision** is an inclusive society for all.**Our Mission** is to support individuals and families living with disability, autism and brain injury to live the lives they choose. **Our Values** are **C**ollaboration, **E**quality, **D**ignity, **A**chievement, **R**esilience. |

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| **Key Duties and Responsibilities** |
| Communication and personal interaction is a key feature of this role and may include the provision of support to people who use behaviours which challenge as a way to communicate their needs, wishes and frustrations. The role requires participation in, and promotion of, a team approach at all times with positive and constructive working relationships for the benefit of service users.  The challenges experienced by service users may present challenging situations which may increase the physical, sensory and emotional demands of the role. **Customer*** Support the Registered manager with the process of assessment of referrals as and when required. This will require you to meet and work with new referrals in their current home that may be a hospital environment.
* Assist with the coordination of admissions of individuals to the service.
* Ensure awareness and implementation of appropriate application of The Mental Capacity Act (NI) 2016 Deprivation of Liberty Safeguards.
* Coordinate and contribute to risk assessments, ensuring that they are reviewed and updated.
* Ensure all relevant care/ support plans are in place, accurate, up to date and adhered to by the staff team.
* Work on a rotational basis providing direct care and support for service users as identified in their individual plans.
* Manage high standards of personalised care and housing related support for individual service users within their home.
* Ensure compliance with contract specifications and regulatory requirements .
* Maintain effective relationships with the wider statutory and voluntary sector at both a formal and informal level.
* Work closely with allied professionals.
* Support the Registered Manager to ensure that all staff effectively manage behaviour that challenges, enabling individuals to develop.
* Take the lead during emergency situations, assist, and relieve staff as required. Conduct investigations as to why incident occurred and provide reports or attend de-brief with line management. Ensure compliance with Cedar quality management system and RQIA with regard to reporting of such incidents.
* Ensure the instigation of physical intervention must only come from trained CPI staff in accordance with Cedar policies and procedures, CPI principles and DHSS&PS and regulations and as identified in individuals’ Best Interest Pathways.
* Assist the Registered Manager to monitor and ensure that all financial transactions are recorded and administered in accordance with Cedar quality management system and the individual’s requirements.

**Internal Processes*** Assist the Registered Manager to ensure all process and systems are subject to regular audit and implement required corrective action to ensure quality objectives are met.
* Support the Registered Manager to complete monthly audits of adverse incidents and behaviour monitoring and identify trends.
* Ensure all staff are fully aware of their responsibilities in relation to CPI Safety Intervention.
* Work with the Registered Manager to ensure the reporting on CPI Safety Intervention use is completed monthly in reports, recording the incidents in full.
* Ensure compliance with the Cedar Foundation’s ISO quality management system.
* Ensure systematic monitoring of all health and safety issues, to include risk assessment and reporting on complaints and adverse incidents.
* Work with the Registered Manager to establish benchmarking activity to enable comparative analysis and identification of potential areas for improvement.
* Work with the Registered Manager to track and manage sick leave.

**Financial*** Support the Registered Manager report against budget expenditure.
* Ensure that the service operates to agreed budgets.
* As required, assist the Registered Manager to produce weekly statistics by deadline.
* Ensure adherence to Cedar procedure and guidance on managing service user finances.
* Produce and manage staff rotas in line with user needs and service resources.
* As required check timesheets and submit relevant statistics by deadline.
* As required, assist the Registered Manager to complete absence records for payroll.

**Organisational Learning & Growth** * Work with the Head of Service and Registered Manager to ensure that appropriately qualified and experienced staff are recruited in accordance with Cedar quality management system and standards set by the Regulatory Body (RQIA).
* Support the Registered Manager to ensure that staffing meets the standards and levels as set out in the Statement of Purpose of the service.
* Provide leadership to the team acting as a positive role model at all times.
* Support the Registered Manager to ensure that all staff complete a full induction in accordance with the Cedar quality management system and standards set by the Regulatory Body.
* Work with the Registered Manager to effectively apply the probation process and contribute to decisions regarding ongoing employment of staff.
* Provide regular supervision and appraisal of staff performance in respect of the team leaders and support workers ensuring that adequate precautions are taken to maintain the safety and wellbeing of both service users and staff.
* Develop and maintain effective communication systems within the service.
* Participate in regular team meetings in line with Cedar quality management system and standards set by the Regulatory Body.
* Ensure and/or undertake verbal debriefs with staff as required and necessary and ensure relevant reports are completed.
* Support the Registered Manager to identify training needs and contribute to the training and development of staff.
* Delegate responsibilities based on the competence of staff and needs of the service.

**General*** Deputise for the Registered Manager as required.
* Work with the Registered Manager to establish the service and ensure it meets the specification and standards required by all stakeholders.
* Work to and exhibit the Cedar vision, mission and values.
* Ensure that all actions are in the interests of both the people receiving services and Cedar
* Maintain confidentiality.
* Adhere to the Codes of Practice associated with professional bodies (e.g. NISCC, NMC etc.) and Cedar staff handbook.
* At all times work within current legislation.
* Enter actively into supervision and appraisal.
* Attend training on a regular basis to ensure that all mandatory and personal training and development needs are met in line with company requirements.
* Work closely with other members of the team for the ultimate benefit of the people receiving services.
* Participate in the Cedar Foundation On-Call Management Service.
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*This Job Description is a general outline of the post as it is currently perceived by The Cedar Foundation. It is not intended to be restrictive or definitive. Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation’s strategic plan. The responsibilities of the post may change in line with continuous improvements as Cedar aims to meet its vision and best respond to the needs of disabled people accessing our services. A reserve List may be held for this specific position / location.*

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**PERSONAL SPECIFICATION**

***CRITERIA –*** *all applicants MUST be able to demonstrate either at short-listing or at interview all essential criteria listed below. Applicants should therefore make it clear on their application form whether or not they meet the required criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.*

**Please note – The Cedar Foundation does not offer Sponsorship.**

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| **Essential Criteria** |
| **Criteria** | **Assessment** |
| 1. | A professional social work qualification and registered on the appropriate part of the Northern Ireland Social Care Council (NISCC) register, without condition. **OR** A first level registered nurse on the appropriate part of the Nursing and Midwifery Council register. **OR** An Allied Health Professional registered with the Health Professions Council, combined **Combined With** A minimum of three years’ work experience in any health or social care setting with people who have significant needs. At least one years of this experience must be in a relevant management capacity in a health and social care setting. **OR**  Level 5 Diploma in Leadership for Health and Social Care Services (Adults’ Management) Wales and Northern Ireland and be eligible for registration on appointment.**Combined With** A minimum of four years’ practice experience in any health and social care setting as above. | Application / Pre Employment Checks |
| 2. | Experience of managing and working in a Regulated Service for individuals who have learning disabilities/significant associated and have behaviours which challenge. | Application / Interview / Probationary |
| 3. | Working knowledge of the needs of people with learning disabilities and behaviours which challenge. | Application / Interview / Probationary |
| 4 | Knowledge and experience of Positive Behaviour Support. | Application / Interview / Probationary |
| 5. | Resource & Budget Management. | Application / Interview / Probationary |
| 6. | High level of competency in IT to include Microsoft Office packages.  | Application / Interview / Probationary |

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| **Values Competency** |
| **Criteria** | **Assessment** |
| 1.  | **Collaborative** working and the ability to work in a team to deliver our vision and strategic aims |  Interview / Probationary |
| 2. | Commitment to building a community that recognises **Equality** and **Diversity**  | Interview / Probationary |
| 3. | Ability to support service users to **Achieve** their full potential | Interview / Probationary |
| 4. | Committed to ensuring the provision of high quality person centred services. | Interview / Probationary |
| 5.  | Demonstrating **Resilience** to meet the objectives of the job | Interview/ Probationary |

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| **Conditions of Employment** |
| **Requirement** | **Assessment** |
| 1. | The right to work in the UK. | Provide original right to work documentation |
| 2.  | Provide 2 satisfactory references, one being from the most recent employer. | Give the name and contact details of relevant referees and contact the referees to inform them that they will be contacted by us. |
| 3.  | Have a full current driving licence and access to a vehicle for the purposes of work. *This criterion will be waived in the case of a suitable applicant who has a disability, which prohibits them from driving but who is able to organise suitable alternative arrangements in order to meet the requirements of the post in full.*  | Provide both parts of a full current driving licence and evidence of appropriate car insurance. |
| 4. | NISCC registered or willing to register within 6 months of commencing employment.  | If you have worked in the care sector previously you must provide evidence of NISCC registration relevant to role. If your registration has lapsed you must renew before or on your first day of induction.OrIf you are new to the care sector you must register with NISCC within 6 months of your start date |
| 5. | Enhanced Access NI check. | Apply for an Access NI check online and provide the relevant ID without delay. |
| 6. | Completion of CPI Safety Intervention training. | Successful completion of CPI course. |

# **THE CEDAR FOUNDATION IS AN EQUAL OPPORTUNITIES EMPLOYER**