



Job Title: Service Manager - Leaving Care / Supported Living Services

Salary £35,000 per annum plus bonus (negotiable)

Hours: 37 per week.

Overall Purpose: To assume overall responsibility for the management of Leaving Care / Supported Living Services

Responsible to: Board of Directors

Reports To: Director – Community Services

1. Behave in a professional manner at all times with sensitivity, dignity and respect towards young people staff, other professionals and service users in accordance with the role of the Community Services Manager
2. Ensure the highest standards of support takes place at all times to staff.
3. Devise and implement individual and team learning and development plans in conjunction with professional and organisational requirements
4. Ensure all policies and procedures in relation to the service, staff and others (professionals & visitors) are implemented.
5. Ensure the development, monitoring, evaluation and review of policies and procedures as appropriate.

6. Provide and / or ensure supervision in conjunction with laid down standards and requirements of the Leaving Care Service and Enhanced Standards outlined by PNW.
7. Conduct regular performance reviews and appraisals at appropriate intervals to monitor and address staff performance.
8. Manage finance and be directly accountable for a designated budget
9. Ensure the implementation of all designated areas of the young persons pathway plan in accordance with Leaving Care Regulations (Leaving Care Regulations 2010)
10. Chair regular team/management meetings
11. Co-ordinate and deliver regular team performance and service reviews.
12. Ensure staff team administer and record medication prescribed by GP / Health Practitioner in accordance with requirements.
13. Ensure the health and safety of all Y.P's, staff and members of the public by conducting and responding to regular hazard and risk assessments
14. Conduct and / or ensure risk assessments are carried out in respect of any activity undertaken by the young person or staff in relation to their duties.
15. Ensure that all records are properly maintained in conjunction with the requirements of data protection and human rights legislation and regulation.
16. Ensure Independence Programmes are proactively delivered by staff members to high standards.

17. Ensure that confidentiality is maintained at all times in respect of organisational policies in respect of young person and staff
18. Ensure that the Deputy Managers check and monitor all staff records in relation to daily tasks, housekeeping and health and hygiene
19. Attend or designate attendance to appropriate staff members for the attendance of all relevant young person care planning, reviews and meetings.
20. Promote equality at all times in respect of standards of care, staff behaviour and performance.
21. Co-ordinate effective safe selection procedures to ensure that high calibre staff are recruited to the organisation.
22. Conduct staff disciplinary and grievance issues and address poor performance.
23. Ensure all administrative duties and tasks are completed according to requirements.
24. Take responsibility for own learning and developmental needs and ensure implementation of own Individual Development Plan.
25. Attend supervision / consultation sessions on an agreed basis with your Director.
26. Ensure preparation for internal and external audit and inspection purposes.
27. Attend Senior management meetings and contribute to the strategic planning, review and development of the organisation
28. Provide out of hours cover on a rota basis to offer appropriate management support as necessary

29. Contribute to the effective management of rotas to ensure appropriate staffing cover

30. Contribute towards the development of tender applications

31. Carry out all other duties as deemed necessary to ensure the highest standards of support for young care leavers at all times.

Compiled by: HR Director

Reviewed: Jan 2016

Important Note.

The work of Inspire Community Services is both varied and challenging which results in some unpredictable circumstances. There is an integral need for all employees to be flexible in response to situations that arise outside of this job description. Additional duties will most likely be required to cover unforeseen circumstances or changes in work that maintain staff activity and quality of service provision.

Inspire Community Services requires a commitment from all staff to promote quality, equality and diversity.

This post is subject to a satisfactory enhanced criminal records bureau check. Inspire Community Services operates a culture of awareness policy and all staff will be subject to thorough reference checks.

Person Specification

Job Title: Service Manager, Leaving Care / Supported Living Services

Requirement	Essential	Desirable	Where assessed
Skills	<ul style="list-style-type: none"> • Excellent communication • Excellent organisational skills • Excellent record and report writing skills • Ability to work in partnership • Financial Management • Supervision • Genuine commitment to the welfare of Care Leavers • Committed to Anti Oppressive practice • Honesty, Tolerance, Trustworthy, Flexibility 	<ul style="list-style-type: none"> • Performance Management • IT Skills in word & excel 	<p style="text-align: center;">Application & Interview Written Exercise</p>
Knowledge	<ul style="list-style-type: none"> • Children Act 1989 / 2004 • Leaving Care Act 2000 • Leaving Care Regulations 2010 • Equality Act 2010 • Data Protection Act 1998 • Human Rights Act 2000 • Working Together 2013 	<ul style="list-style-type: none"> • Adoption Act 2002 • NHS & Community Care Act 1990 • Human Rights Act (rights of the Child) 1989 • Key Govt Policies & initiatives on Leaving Care 	<p style="text-align: center;">Application & Interview</p>

Values / Attitude	<ul style="list-style-type: none"> • Absolute commitment towards improving outcomes for young people leaving care • Value difference and diversity • Committed to anti oppressive practice 		Interview
Qualification	<ul style="list-style-type: none"> • NVQ Level 4 Care Management or equivalent 	<ul style="list-style-type: none"> • NVQ (Management – Level) 4 • Degree / DIPSW in Social Care • D32 / 33 NVQ / A1 assessor (Child care) • EDL (IT) 	Application & Interview
Experience	<ul style="list-style-type: none"> • 5 yrs post qualification in child care setting 	<ul style="list-style-type: none"> • Experience of management in setting with young people 	Application & Interview
Professional Development	<ul style="list-style-type: none"> • Committed to own professional development • Committed to the professional development of other staff 		
Other	<ul style="list-style-type: none"> • Full UK Driving License 		Application & Interview

Prepared by: HR Director

Reviewed on: Jan 2016