

Deputy Manager - Ofsted Registered Care Home (16+)

HIBA Housing Ltd

Responsible for: Assisting in the overall management of the home and, in the absence of the home manager, taking responsibility and being accountable for specific duties identified by the home manager.

Purpose of the Post:

To assist the manager in their duties and collaborate closely with other team leaders.

To coordinate the efforts of other staff, offering encouragement, supervision, support, training, and coordination of the project staff in accordance with established practices and the guidelines outlined in the home's policies and procedures.

To collaborate with colleagues to create an environment that facilitates the intellectual, emotional, social, physical, and spiritual development of young people, as outlined in the legislative document "Every Child Matters."

To ensure adherence to financial procedures outlined in the home's policy and procedures.

Main Duties:

To provide assistance to the home manager in their responsibilities.

To work directly with young people in a residential care setting.

To serve as a team coordinator, contributing to the efficient functioning of the home as part of a team.

To actively promote educational activities for young people.

Home Management:

To maintain high standards of cleanliness, care, comfort, and homeliness within the home.

To oversee support services for young people.

To manage the referral and placement process, ensuring all necessary information is obtained and shared with the home manager.

To establish and maintain positive working relationships with local authorities and other agencies involved in young people's care.

To foster open communication and cooperation with parents, field social workers, consultant staff, and other parties concerned with the welfare of young people.

To promote the development of recreational activities for young people both within and outside the home.

To participate in reviews, assessments, planning meetings, case conferences, and ensure relevant reports are prepared and shared with involved parties.

Staff Management:

To delegate tasks to residential care workers, ensuring effective completion.

To provide structured guidance and supervision to residential care workers, supporting their role in planning, organizing, managing, and enhancing the home.

To facilitate the professional growth of residential care workers, enabling them to address the unique and diverse needs of young people in the home.

To fulfil sleep-in duties according to the staff rota.

To plan, prepare, and deliver supervision and training for the staff team.

Financial and Resource Management:

To establish and maintain efficient administrative and professional systems.

To ensure adherence to the home's financial procedures, including the management of petty cash.

To assume responsibility for necessary expenses related to duties.

To be accountable for providing regular monthly and quarterly reports to the Home Manager regarding Home expenditure.

Record Keeping and Compliance:

To comply with regulations such as the Young People's Homes Regulations 1991, National Care Standards, The Young People's Act 1989 and 2004, and other relevant care authorities.

To assist in preparing correspondence, reports, budgets, risk assessments, incident reports, and procedures.

To ensure compliance with the home's policies and procedures.

Professional Development:

To demonstrate commitment to ongoing professional development.

To attend training events and conferences on behalf of HIBA Housing.

Other:

Must have eligibility to work in the UK with a valid visa.

To undertake any reasonable tasks as required.

To fulfil any other duties assigned during your employment at HIBA Housing.

Please note that this list is not exhaustive, and additional tasks may be assigned to fulfil your duties.

Person Specification

Qualifications:

A minimum of NVQ, QCF level 4 or above - Essential

Psychology qualification - Desirable

Counselling qualification - Desirable

Knowledge:

A solid working knowledge of safeguarding and child protection policies - Essential

Ability to compose care plans and conduct assessments clearly and succinctly - Essential

Experience:

Essential experience of working with children and young people in a similar setting.

Desirable experience of working in a therapeutic setting.

An essential keen interest in working with young people facing challenging issues.

Other:

Fluent proficiency in written and spoken English - Essential

Desirable proficiency in Microsoft Word, Excel, and Outlook.

Essential ability to communicate effectively and appropriately with young people.

Essential ability to maintain written records, generate reports, and uphold accurate records.

Job Type: Full-time