



## JOB DESCRIPTION

Job Title	Residential (Registered) Deputy Manager – Children
Directorate	Social Services – Children
Reports to	Services Manager Resources and Regulated Services
Location	Y Dderwen, Mold
Job Reference/ID Number	70000002577

### Job Purpose

To support the Residential Manager in the day to day management of a CIW registered children's home, which will be a residential long term home for up to four young people from the ages 8 to 17 years.

You will be passionate about ensuring that each young person in our care is happy, safe and thriving in their education, hobbies and relationships. You will work with the team to focus on the whole world of our young people.

You will support the Registered Manager to manage a team of around 9 staff, responsible for ensuring that high standards of professional care are promoted and maintained and that the home is run in accordance with Children's Home Regulations Wales, CIW legislation, and quality standards.

### Principal Accountabilities

To ensure the home is operating in line with Regulation and Inspection for Social Care (Wales) Act, Social Services and Wellbeing Act and other relevant legislation.

Ensure that policies and the Statement of Purpose are reviewed and revised no less than annually and official records are maintained in accordance with departmental policies and procedures in compliance with CIW guidelines/legislation.

Contribute and provide comprehensive assessments to inform care planning for resident children, and for the development of accommodation packages for children to include giving direction and supervision to staff in the implementation of the Care Plan.

To foster, maintain, and support a restorative and solution focussed approach with children, young people, and colleagues, and to ensure that centre staff work in partnership with children and their families and that the rights of the individual child are safeguarded and promoted.

Ensure the health and safety of the children and staff by undertaking and reviewing risks assessments, and helping to maintain a positive living environment for all residents.

Engage in a Key Worker system within the centre which ensures that individual members of staff take lead responsibility for the individual child's care planning. Key workers will take responsibility for co-ordinating the child's placement needs.

To supervise and support the Staff team on a day to day basis and escalating any issues to the Manager. Produce weekly rotas and provide the necessary care to the children on a daily basis, ensuring that the home is run in accordance with Children's Home Regulations Wales, CIW legislation, and quality standards.

Ensure that all core residential staff team and the bank residential workers can access supervision at the frequency agreed in the operational plan.

Work together with colleagues from multi-agency service areas and organisations to provide and maintain a safe living and learning environment that promotes the safety and welfare of children and young people. You will foster, maintain, and support a restorative and solution focussed approach with, children, young people, and colleagues.

Manage the petty cash in the absence of the Manager.

To act at all times in accordance with the authorities and departments policies and procedures.

To undertake sleep-in duties and work unsociable hours to meet the service need.

### **Supervision/Management of People**

The post holder will support the Manager in their day to day duties as well as having overall management responsibility in the absence of the Manager.

### **Employment Checks/Specific Requirement i.e. DBS**

Services are regulated with Care Inspectorate Wales.

DBS

Post holder is required to register with Social Care Wales.

### **Person Specification**

The person specification sets out the skill, knowledge and experience that are considered to be necessary to perform the role and will be used in short-listing both at application and interview stage. It is therefore important that you demonstrate on your application how you meet all of the essential requirements.

#### **Academic/ Professional Qualification**

Level 5 Diploma in Leadership for Health and Social Care Services, or willingness to undertake and complete within 6 months.

Or equivalent including:  
NVQ 4 Leadership and Management for Care Services NVQ 4 Management  
NVQ 4 Registered Manager Award  
NVQ 4 Health and Social Care (Children and Young People)  
NVQ 4 Care

#### **Essential / Desirable**

Desirable

Essential

#### **How this will be assessed?**

Application Form

Application Form

### **Knowledge and Experience**

Demonstrable experience of working with looked after children which must include previous experience of supervising staff.

Essential

Applications/Interview

Proven knowledge of current legislation including the Social Services and Wellbeing Act and the Regulation and Inspection of Social Care Act.

Essential

Application/Interview

Understanding of children with complex needs and the needs of their families/carers.	Essential	Applications/Interview
<b>Skills</b>		
Team management and leadership skills	Essential	Applications/Interview/ Assessment
High level of interpersonal skills	Essential	Application/ Interview
An ability to work under pressure to assimilate information quickly and to make rapid decisions.	Essential	Application/Interview
Problem solving skills	Essential	Application/Interview
Creativity, be able to develop new ways of working.	Essential	
<b>Values</b>	<b>Essential</b>	<b>How this will be assessed?</b>
Person Centred		Interview
Supportive Manager		Interview
Consistent		Interview
Creative		Interview
Passionate about our services		Interview
Adaptable		Interview

