



JOB DESCRIPTION: DEPUTY RESIDENTIAL MANAGER

Position Title: DEPUTY RESIDENTIAL MANAGER

Responsible to: RESIDENTIAL MANAGER

Reporting to this position: Case Managers, Assistant Case Managers and Family Assessment Workers.

Job Summary

- The Deputy Residential Manager is responsible for assisting and supporting the Residential Manager in the effective functioning of the Residential Centre, ensuring that all relevant policies and procedures are developed and adhered to in an appropriate manner.
- The Deputy Residential Manager will assist the Residential Manager, Trustees and Centre Director to ensure the accomplishment of Living Springs' mission, purpose and vision.
- To Deputise for the Residential Manager during periods of their absence, temporarily undertaking their duties.

Main Responsibilities: To assist the Residential Manager in the following:-

Management and Supervision of Staff Team

- To assist in the day to day running of the Residential Centre, overseeing and supervising the staff team, whilst undertaking regular supervision and performance management in line with OFSTED regulations.
- To prepare a cost effective weekly staff rota that reflects the placement plan requirements of all families.
- To support staff in building appropriate professional working relationships, working in partnership with families and advising and supporting parents in the care of their child(ren).
- To organise, facilitate and ensure that team meetings are held each month according to Ofsted regulations.
- Participate in and lead, as directed, staff training, team meetings and team development days, to meet professional development needs identified through regular supervision sessions.
- To ensure procedures are in place for a smooth handover where information is shared within the staff team by communicating effectively.
- To provide 'on call' advice, guidance and support system for staff members, in conjunction with the Residential Manager.
- To promote and maintain equal opportunity and anti-oppressive practice within the work environment.

- At times of emergency or unexpected staff shortage, to participate in a rota system of unsocial hours and crisis response, as necessary. The unsocial hours element of the post may involve a sleeping-in commitment.

Demonstrate Professionalism and work within Ethos of Living Springs

- To work in line with Living Springs' Policies and Procedures.
- To work with a team ethos, understanding and adhering to Living Springs' values and expectations of behaviour.
- To promote and maintain equal opportunity and anti-oppressive practice within the work environment.
- Have understanding of the Centre's policies and procedures as well as relevant government guidelines and legislation, paying particular attention to Child Safeguarding Procedures, Equal Opportunities, Anti-discriminatory and Health and Safety policies. Also ensure that staff members have this knowledge.
- To understand and implement Child Safeguarding and Adult Protection policies and procedures as appropriate.

Parenting Assessments and Personal Development

- To Case Manage or undertake Community-based Assessments or PAMS assessments, as required.
- To undertake and monitor any direct work with families, focusing on a variety of parenting related subjects.
- To undertake report writing, court reports and maintaining essential records to specified deadlines, in accordance with Centre policies and guidelines.
- To attend Court and give evidence in Child Care cases, as required.
- To conduct regular file audits to ensure all the family remits, files and information are up to date, well maintained and with no omissions.
- To maintain and ensure a consistently high level of observation, recording, interaction, communication and assessment of families' interaction.
- To participate fully in training and supervision, identifying training courses relevant to your role and personal development.

Safeguarding

- To ensure the safety of the children at all times during the assessment process and that all staff adhere to Living Springs' Safeguarding Policy.
- To ensure that the Centre promotes the health, safety and welfare of all families with whom staff are working.
- Undertake ongoing risk assessments of families, acting decisively to protect children.
- Ensure Health and Safety requirements are met, and that risk assessments are completed, where necessary.

Quality control and Development of the Service

- To attend and actively participate in Management Meetings, Team Meetings and Planning Meetings regarding the development of service provision, resources and practices within the Centre.
- To assist in monitoring the quality of the Parenting Assessments undertaken in the Centre and for ensuring they are accurate, unbiased and of a good quality.
- To proactively engage with, establish and maintain appropriate liaison with other professionals e.g. social workers, solicitors, health visitors, children's guardians etc and source other agencies/resources as appropriate.
- To ensure that objective assessments are undertaken, based upon detailed observations regarding children and families, within a residential or community based setting.
- Ensure that the supervision remit detailed for each family is adhered to and maintained as an utmost priority at all times.
- To undertake Viability Assessments and along with the Residential Manager, manage referrals.
- To liaise and/or meet with Service Commissioners as required in order to promote and develop our services.
- To undertake other administrative and domestic duties, as required.

The post holder will be accountable to the Residential Manager for the quality of work undertaken, against agreed performance standards, and for advising the Residential Manager of any concerns/issues, which may affect performance.