

SOUTHERN HEALTH & SOCIAL CARE TRUST

JOB DESCRIPTION

JOB TITLE	14 plus Community Living Manager
BAND	7
HOURS	37.5 per week Working pattern will include evenings and weekends to meet the needs of the service.
DIRECTORATE	Children's Services
INITIAL LOCATION	Bocombra, Portadown.
REPORTS TO	Head of Service
ACCOUNTABLE TO	Director, Children and Young People's Services

JOB SUMMARY

The manager will be responsible for the delivery of a Trust wide service to young people within 14 Plus Service, in the first instance, who require intensive support in relation to accommodation and independent living.

The post holder will play the lead role in the development of further supported accommodation options for care experienced young people across the SHSCT area.

He/She will oversee the SHSCT STAY Scheme, Going the Extra Mile Scheme (GEMS), Trust transitions accommodation and work closely with Jointly Commissioned Facilities and NIHE to help maintain young people in their tenancies and allow for planned accommodation moves.

The post holder will be responsible for the supervision of Community Living Staff including STAY Co-ordinator and Support Workers.

He/she will also be responsible for team development, quality assurance and provision of high quality management information.

KEY DUTIES / RESPONSIBILITIES

1. The Community Living Manager provides leadership and supervision and co-ordinates the Directorate's Community Living Support Workers and STAY Co-ordinator, ensuring a consistent and appropriate response to the needs of care experienced young people and the maintenance of high standards of practice. The post holder will allocate work appropriately within the team.

Direct work with young people to meet the accommodation and support needs of young people who present with higher risk taking behaviours and

high support needs. Undertake specific roles in discharging statutory responsibilities towards young people and carers and ensure that policies and procedures are implemented.

2. Effectively engage with service users and carers to promote participation.
3. Liaise closely with Social Workers, Personal Advisors, Residential Staff, Foster Carers, TASKE etc to develop the young person's skills for independent living.
4. Manage and utilize to best effect the team resources including budget as required
5. Participate in LAC Reviews, Risk Strategy Meetings and Pathway Plan reviews, where appropriate.
6. Play a lead role in Joint Commissioning Meetings and the development of new accommodation initiatives with SHSCT.
7. Manage and develop the STAY Project including the recruitment and training of hosts and specific placements to meet the needs of those requiring bail or more intensive placements.
8. Participate in the allocation of placements in Trust owned moving on accommodation.
9. Oversee the Health and Safety and maintenance of Trust owned moving on accommodation.
10. Liaise closely with NIHE, Floating Support services to meet the needs of the young people.
11. Liaise closely with the managers and staff in Jointly Commissioned Housing Projects to support young people to develop their independence skills, maintain tenancies and aim for planned transitions to independent living.
12. Maintain an up to date knowledge base regarding housing rights and legislation.
13. Liaise with and access supports from community based organisations providing tenancy support services.
14. Assess need for young people's access to Setting Up Home Allowance.
15. Co-ordinate payments of STAY Hosts and GEMS Carers.
16. Maintain accurate and up to date recordings.
17. Such other duties as may be required from time to time.

HUMAN RESOURCE MANAGEMENT RESPONSIBILITIES

(Include only for line managers)

1. Review individually, at least annually, the performance of immediately subordinate staff, provides guidance on personal development requirements and advises on and initiates, where appropriate, further training.
2. Maintain staff relationships and morale amongst the staff reporting to

him/her.

3. Review the organisation plan and establishment level of the service for which he/she is responsible to ensure that each is consistent with achieving objectives, and recommend change where appropriate.
4. Delegate appropriate responsibility and authority to the level of staff within his/her control consistent with effective decision making, while retaining overall responsibility and accountability for results.
5. Participate, as required, in the selection and appointment of staff reporting to him/her in accordance with procedures laid down by the Trust.
6. Take such action as may be necessary in disciplinary matters in accordance with procedures laid down by the Trust.

GENERAL REQUIREMENTS

The post holder will be required to:

1. Ensure the Trust's policy on equality of opportunity is promoted through his/her own actions and those of any staff for whom he/she has responsibility.
2. Co-operate fully with the implementation of the Trust's Health and Safety arrangements, reporting any accidents/incidents/equipment defects to his/her manager, and maintaining a clean, uncluttered and safe environment for patients/clients, members of the public and staff.
3. Adhere at all times to all Trust policies/codes of conduct, including for example:
 - Smoke Free policy
 - IT Security Policy and Code of Conduct
 - standards of attendance, appearance and behaviour
4. Contribute to ensuring the highest standards of environmental cleanliness within your designated area of work.
5. Co-operate fully with regard to Trust policies and procedures relating to infection prevention and control.
6. All employees of the trust are legally responsible for all records held, created or used as part of their business within the Trust including patients/clients, corporate and administrative records whether paper-based or electronic and also including emails. All such records are public

records and are accessible to the general public, with limited exception, under the Freedom of Information act 2000 the Environmental Information Regulations 2004 and the Data Protection Acts 1998. Employees are required to be conversant with the Trusts policy and procedures on records management and to seek advice if in doubt.

7. Take responsibility for his/her own ongoing learning and development, including full participation in KSF Development Reviews/appraisals, in order to maximise his/her potential and continue to meet the demands of the post.
8. Represent the Trust's commitment to providing the highest possible standard of service to patients/clients and members of the public, by treating all those with whom he/she comes into contact in the course of work, in a pleasant, courteous and respectful manner.
9. Available / able to work any 5 days out of 7 over the 24 hour period, which may include on-call / stand-by / sleep-in duties, shifts, night duty, weekends and Public Holidays if required immediately on appointment or at a later stage following commencement in response to changing demands of the service.
10. Understand that this post may evolve over time, and that this Job Description *will therefore be subject to review in the light of changing circumstances. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.*

This Job Description will be subject to review in the light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

It is a standard condition that all Trust staff may be required to serve at any location within the Trust's area, as needs of the service demand.

SOUTHERN HEALTH & SOCIAL CARE TRUST

PERSONNEL SPECIFICATION

JOB TITLE 14 plus Community Living Manager,

DIRECTORATE Children's Services

HOURS 37.5 per week

Ref No: <November 2018>

Notes to applicants:

1. You must clearly demonstrate on your application form how you meet the required criteria – failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.
2. Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.

ESSENTIAL CRITERIA – these are criteria all applicants **MUST** be able to demonstrate either at shortlisting or at interview. Applicants should therefore make it clear on their application form whether or not they meet these 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;

The following are essential criteria which will initially be measured at Shortlisting Stage although may also be further explored during the interview stage;

QUALIFICATIONS / EXPERIENCE

1. You must be a member of staff from the 14 plus service in Craigavon to apply for this position

2. Hold a Professional Qualification in Social Work (CQSW/DipSW/CSS with Child Care Option) and be registered with NISCC.

3. Have a minimum of 3 years Post Qualifying Social Work experience including 2 years working within the area of Leaving and Aftercare.

4. Have a sound knowledge of the statutory responsibilities of social workers under Children Order and Leaving Care legislation and regulations

5. Good communication skills, oral, written and inter-personal. Appropriate skills in working with other disciplines and agencies

6. Hold a full current Driving License with access to a car.

7. Willingness to work some evenings and over weekends.

DESIRABLE CRITERIA – these will only be used where it is necessary to introduce additional job related criteria to ensure files are manageable. Applicants should therefore make it clear on their application form whether or not they meet these criteria. Failure to do so may result in you not being shortlisted

- ⇒ Hold a Post Qualifying Award in Social Work
- ⇒ Some experience of research and the collation and presentation of information.
- ⇒ Experience of report writing.
- ⇒ Knowledge and experience of computer systems including Soscare and PARIS

As part of the Recruitment & Selection process it may be necessary for the Trust to carry out an Enhanced Disclosure Check through Access NI before any appointment to this post can be confirmed.

WE ARE AN EQUAL OPPORTUNITIES EMPLOYER

Successful applicants may be required to attend for a Health Assessment

All staff are required to comply with the Trusts Smoke Free Policy