**JOB DESCRIPTION**

**Job:** Registered Manager

**Office Location:** Residential Family Assessment – Parent & Child

**Reports To:** Regional Operations Manager – Family Assessment

**Hours of Work: 37.5**

**MAIN PURPOSE OF JOB:**

As the Registered Manager you will hold the OFSTED registration for the Residential Centre and you will have overall responsibility for the daily running, risk assessing, staff management and supervision, staff training, safeguarding management of the families and the comprehensive and holistic completion of parenting capacity assessments. You will also have overall responsibility for the progression and quality for all final parenting capacity assessments, that are submitted to the local authorities.

The primary aim of the service is to support and assess the parenting capacity of parents. Therefore, you will need commitment and dedication to providing high quality support to families and staff and a strong ethos of providing effective support to families to achieve positive outcomes.

1. 37.5 hours per week, Monday – Friday, with the expectation of flexibility to respond to emergencies or provide shift cover or management cover as required, which may take place evenings or weekends.
2. Supervise the Deputy Manager and the Social Work Deputy Manager and oversee the daily practice of the whole team.
3. Ensure all staff under your supervision undertake and complete training in accordance with their induction training schedule and Personal Development Plan.
4. Encourage and role model staff to work collaboratively and supportively and contribute to providing robust parental support and parenting capacity assessments.
5. Quality assurance of Parenting Capacity assessments as required.
6. Overall responsibility for ensuring compliance with the company Policy and Procedures and meeting all OFSTED regulations.
7. Remaining current and up to date with any legislation, policy and procedure changes and appropriately conveying these to the team to implement.
8. Compile the staff Rota ensuring it is completed to ensure staff are aware of their shift patterns two months in advance.
9. All staff changes and Rota changes will also need to be closely monitored to always ensure appropriate staffing levels.
10. Share On-Call responsibilities with the Deputy Manager and Deputy Social Work Manager.
11. Develop and maintain current knowledge of the local health and support services available to Families and ensure this information is conveyed to the team, to be shared with the Families and utilised in accordance with their individual support plans.
12. Overall responsibility to safeguard and promote the welfare and development of families.
13. Overall responsibility to safeguard and promote the welfare of all staff and any approved visitors.
14. To ensure that the Family’s needs are recognised and met where possible. This includes ensuring that they are free from discrimination within the home and to challenge discrimination from outside of the home.
15. To ensure that the Residential Centre meets the individual needs of the Families, as well as the needs of the group.
16. To ensure that the Residential Centre provides an environment that is safe and sensitive to the needs of the Families.
17. Overall responsibility to ensure appropriate matching and risk assessment is completed in close liaison with the local authority, prior to agreeing a Parent and Child placement.
18. Overall responsibility for ensuring all placement meetings take place at the point of admission for all Parent and Child Families and all required documentation is signed (Placement Agreement, CCTV agreement, Support Plan)
19. Overall responsibility for ensuring introductions to the Residential Centre for all Parent and Child placements is welcoming and their support reflects the expectations of their individual care plans. This includes ensuring welcome packs are arranged and provided for all Families.
20. Overall responsibility to ensure the team complies with the ethos of the company and the care plan and the risk assessments are fully completed and reviewed for each Family.
21. Overall responsibility to ensure that when the Families leave the home this is done sensitively and within the company’s policy and procedures. i.e., clear, and supportive transition plans in place for parents and children in cases where children remain in the care of their parents and when they do not.
22. Over responsibility to ensure Families are supported and appropriately monitored to ensure they safely meet the needs of their child/children.
23. Overall responsibility to ensure the privacy of Families is respected and remains within the legal guidelines in respect of CCTV use.
24. Overall responsibility to respond appropriately and timely to any complaints from Families or professionals.
25. Overall responsibility to manage staff performance and follow the agency annual appraisal process. In cases where there is concern regarding the performance if a staff member or there is an incident of misconduct, this should be managed in accordance with the agency Human Resources policy.
26. Overall responsibility to ensure the team promote the most positive outcomes for the Families and individual children. In some cases, this may mean supporting a child into temporary foster care and a parent with a transition plan where their child/children are not leaving with them.
27. To be instrumental in overseeing the development, monitoring and implementation of the individual Families care plans and case files.
28. Overall responsibility to ensure care plans are regularly reviewed and the structured support work is provided by staff, along with the timely completion of parenting capacity assessments.
29. Maintain good working relationships with parents, social workers, health professionals, and other professionals involved with the welfare of each Family.
30. To ensure the specific needs of the Family are met i.e., religious observance, cultural needs, dietary requirements, and any medical conditions.
31. To ensure that each Parent is supported in learning the form of individualised support and encouraged to explore further education and training or any other area or educational interest. This can be completed in collaboration with the agency internal education team.
32. To ensure Families are informed of their rights and responsibilities enabling them to have their wishes and feelings heard.
33. To undertake any other duties that may be reasonably requested.
34. Adhere to and promote the Company’s Equalities, Inclusion and Diversity Policy.
35. Ensure that all staff act in a professional manner.
36. To ensure all policies and procedures, as well as risk assessments, are adhered to at all times.
37. To ensure that all staff comply with the duty rotas and are included on a ‘rolling rota’ to gain maximum experience in the working methods of other staff.
38. To ensure that a daily handover takes place and all staff read the Daily Logbook to check all messages at the beginning of work or at any point during the working day as required.
39. To ensure that all staff have written up any incident / accident forms as applicable and that such information is passed on within the agreed timescale and if appropriate the local authority have been notified.
40. Complete OFSTED significant events via the online OFSTED site in accordance with OFSTED criteria of notifiable incidents and agency policy and procedure.
41. Actively engage and provide required information for monthly Regulation 25 visits from the Responsible Individual.
42. Overall responsibility to ensure that the CCTV system and all other IT equipment remains operational. Any faulty equipment or systems much be reported timely to ensure repair. It is particularly important the CCTV system remains operation, due to 24/7 monitoring and observation being required of Families.
43. Overall responsibility for ensuring repair is arranged for any faulty equipment and equipment is regularly checked to ensure it continues to remain safe and operational.
44. To ensure that all staff maintain confidentiality at all times.

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall objectives of Compass Community.

Signed: Dated:

(Post Holder)

Signed: Dated:

(Group HR Manager)