

# Job Description



Job Title: **Registered Manager**  
Responsible to: Area Manager  
Location: Shropshire and North Wales

## 1. Job Requirements

### a) All Staff

- At all times to uphold and promote the values and ethos of Bryn Melyn Care; to abide by all policies and procedures and any conditions which form part of your terms and conditions of employment; to behave in a way which is congruent with your role and to refrain from any act which could bring the organisation into disrepute whether on or off duty.
- To conduct the duties outlined below to the best of your ability, report for work on time and fulfil the hours required of you by the organisation, attend training as required and be responsible for highlighting your own training needs where you believe the organisation is not providing you with the skills needed to undertake the work which is required of you.
- To attend meetings as required, to give and receive regular supervision as required by your role, to abide at all times by the code of conduct of the General Social Care Council, Ofsted or the General Social Care Council of Wales, to ensure that the needs of the young people for whom you have responsibility are placed first at all times and to take responsibility for challenging bad practice constructively wherever you encounter it, using formal procedures where necessary.

### b) All Managers

- Have direct line management responsibilities for which they are solely accountable and duties to develop staff who report to them. Additionally they form part of a larger management team and have a duty to contribute to a wider organisational brief.

## 2. Job Purpose

- To hold legal responsibility for one or more registered children's homes and maintain compliance with National Minimum Standards and other regulatory requirements within the home or homes.

- To assess, plan and provide for the needs of the young people in your care through the care planning system and ensure all staff are working to the agreed care plan.
- To manage and develop a staff team in accordance with the care plan needs of the young people in your care and organisational and statutory requirements.

### **3. Key Activities**

- 1) To manage all aspects of the efficient running of a registered children's home or homes and the maintenance of registration requirements.
- 2) To maintain a high quality and homely living environment at all times.
- 3) To ensure that suitable staff are always on duty through the effective management of staff rotas, training plans and staff leave.
- 4) To participate in the process of referral and to plan and deliver a familiarisation plan for any young person admitted to one of your homes.
- 5) To design achievable care plans in conjunction with regional managers and ensure that care plan agreements are adhered to in the day to day running of the home.
- 6) To review and update care plans through regular planning meetings, ensuring effective communication with all concerned.
- 7) To provide regular supervision for the care team and ensure that regular team meetings are held involving all appropriate parties.
- 8) To ensure proper records are kept of all supervision and team meetings.
- 9) To provide annual appraisals for all your staff and ensure that their training and development needs are met and that they comply with any training requirements and progress according to agreed development plans.
- 10) To contribute to staff training as required and to the induction of new care staff to your home.
- 11) To attend and contribute to care manager meetings and other organisational meetings as may be required.
- 12) To ensure the proper recording of all meetings and decisions in relation to the young people in your care and ensure distribution as required.
- 13) To ensure that all expenditure remains within agreed budgets and is properly accounted for.
- 14) To ensure time sheets, mileage claims, sickness and leave logs and other staff records are properly maintained and information shared with finance and personnel departments as appropriate.
- 15) To maintain vehicles within the requirements of Bryn Melyn Care policies and procedures and statutory requirements.
- 16) To produce COSHH and Risk Assessments and adhere to any Health & Safety requirements.
- 17) To be familiar with and ensure adherence to all Bryn Melyn Care policies and procedures as well as statutory requirements and to ensure that staff teams are aware of and have a working knowledge of same.

- 18) To maintain a high standard of recording within the home which is fit for purpose, respects the dignity of the young person and meets statutory requirements.
- 19) To produce review reports, in conjunction with service managers; ensure that young people are enabled to be fully involved in the reporting process and encouraged to participate in their own reviews.
- 20) To attend review meetings and ensure appropriate arrangements for visiting family members and local authority representatives.
- 21) To participate in an out of hours on-call system as required.
- 22) To attend to your own personal development within the role and attend and seek training as required.
- 23) To implement competency, capability and disciplinary procedures within your team as appropriate and contribute to such processes elsewhere as required.
- 24) To participate in interviews for RSWs.
- 25) To liaise with external agencies as required and maintain positive professional relationships with same (e.g. Social Services, Inspection Units, local police, community and residents groups).
- 26) Any other duties as may be required.

## **Person Specification**

### **Education and Qualifications**

- Professional social work qualification: DipSW CQSW or equivalent or NVQ 4 in Care, Care Management or Registered Managers Award or be working towards these qualifications.

### **Job Knowledge and Experience**

- Minimum of 5 years experience which is in residential care or a directly related field, at least two of which must be at management level.
- Thorough knowledge of child development issues and the pathology of abused young people.
- Detailed understanding of Children's Act 1989, Care Standards Act 2000, Children's Home Regulations 1991, Health and Safety Requirements, Equal Opportunities, Anti-Discriminatory Practice and other relevant legislation.
- Understanding of a variety of different therapeutic models.
- Demonstrable experience in controlling expenditure.
- Experience of assessment, care planning and review.

### **Skills and Abilities**

- Ability to support, manage and develop staff.
- Ability to work within agreed systems and demonstrate problem solving skills.
- Good organisational skills and a high standard of written work.
- Ability to communicate effectively and promote effective relationships with a range of professionals and young people.
- Ability to work independently and as part of a team.

- Willing to work unsocial hours, flexible and self motivated.
- Full driving licence.
- Good physical and mental health (the appointment is subject to a satisfactory medical report).
- Understanding of oppression and ability to demonstrate and promote anti-discriminatory practice.
- Ability to work to targets and deadlines.