

JOB DESCRIPTION – Assistant Manager

Department:	Adult Services	Accountable to:	Service Manager
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Purpose of the Post:

To assist people with autism spectrum condition within a housing setting to lead fulfilling lives via the provision of support, assistance and personal care.

To contribute to an effective service in accordance with legislative requirements, organisational policies, procedures and objectives.

To participate and support the Registered Manager in the delivery and resource management of the service.

Duties and Responsibilities:

THE SERVICE

1. Encourage service users to make informed choices and have new experiences within an agreed plan of risk taking.
2. Support service user participation in appropriate activities.
3. Enable and assist service users to access a varied range of leisure activities and services in the local community.
4. Provide and access on the behalf of service users, practical and emotional support in issues of personal relationships.
5. Encourage and assist service users to look after their own finances.
6. Participate and assist users in cooking, shopping, cleaning, gardening, laundry, ironing and household tasks.
7. Assist in the provision of the highest possible standards with regard to quality of life and a homely environment, including those users who represent a challenge to the service.
8. Participate in achieving the highest domestic standards with respect to cleaning, hygiene and provision of meals for well balanced diets that meet the cultural and dietary needs of the users.
9. Provide personal care for service users on a day to day basis, as appropriate, which may involve washing, dressing, toileting, intimate personal care, administering medication, lifting (in accordance with health and safety guidelines).
10. Assist service users to have access to and receive appropriate health services.
11. Assist in the co-ordination of a key worker scheme and act as a key worker for designated service users, as required.
12. Help promote the positive participation of relatives, friends and volunteers in the lives of the individual service users.
13. Maintain a good working relationship with professionals and others.
14. Co-ordinate, chair and participate in service user reviews, shared action planning, etc..
15. Contribute to the monitoring of service and performance standards in order to ensure that quality of service is enhanced.
16. Undertake rotas, sleep-in and participate in out-of-hours on-call systems, as required.
17. To ensure that your conduct within and outside the service does not conflict with the professional expectations of Autism East Midlands.
18. To carry out any other reasonable duties and responsibilities within the overall function commensurate with the grading and level of responsibilities of the post.

RESOURCES

19. Work in the framework of a staff rota, based around the service users' needs and the requirements of the organisation.
20. Assist in compliance with the administration and operations needs of the service, its finances, maintenance of the building, equipment, security and health and safety.
21. In the absence of the Registered Manager be the responsible person on duty, taking the appropriate action to comply with policies and procedures, ensuring the well-being of service users.
22. Assist in all aspects of the effective staffing of the service, to include rota management, recruitment and selection, induction and probation of staff, supervision, performance reviews, identifying and assisting staff to meet their training and development needs.
23. Undertake the management for designated services under the direction of the Registered Manager.

INFORMATION

24. Ensure maintenance of confidentiality in respect of records, service users, staff, the organisation and third part information.
25. Attends meetings, provide written reports, present and chair them, as required.
26. Provide and assist service users with access to information that will promote their welfare, e.g. complaints procedure, benefits advice.

EQUAL OPPORTUNITIES

27. Ensure that the delivery of the service is underpinned by a commitment to equality of opportunity for all.

HEALTH and SAFETY

28. Meet Health and Safety requirements of the organisation and of legislation.

PERSON SPECIFICATION – Assistant Manager

Personal Skills / Characteristics	Essential	Desirable	Method of Assessment
<u>1. Experience</u>			
1.1 Experience of working with people with learning disabilities or autism	✓		AF / I / 👍
1.2 Experience of supervising staff	✓		AF / I / 👍
1.3 Working with systems to ensure effective reporting and recording	✓		I
1.4 Monitoring service outcomes and taking corrective action	✓		I
1.5 Preparing and chairing meetings		✓	AF
1.6 Report writing	✓		AF / I
1.7 Ability to undertake Supervision and Appraisal	✓		AF / I
<u>2. Qualifications and Training</u>			
2.1 Relevant qualification, e.g. a) NVQ Level III Health & Social Care, b) Professional qualification in Social Care or a related field, e.g. DipSW c) Management Award d) Level II Diploma in Health & Social Care, Apprenticeship, etc.	✓	✓	AF / I / 👍 AF / CQ
2.2 Literacy and Numeracy Level 2 / GCSE English and Maths Grade C or above	✓		AF / I / 👍
<u>3. Special Skills and Knowledge</u>			
3.1 Ability to: a) read, understand and write clear and accurate short reports b) communicate with others and form a positive relationship	✓ ✓		AF / I / 👍 I
3.2 Domestic skills, e.g. housekeeping, healthy eating, cooking, finance, etc.		✓	AF / I
3.3 Understanding of autism spectrum condition	✓		AF / I / 👍
3.4 Knowledge of Person Centred / Support Planning	✓		AF / I / 👍
3.5 Knowledge of first aid	✓		AF / I
3.6 Knowledge of medication	✓		AF / I / 👍
3.7 Awareness of food safety & hygiene	✓		AF / I
3.8 Awareness of Health & Safety practice	✓		AF / I / 👍
3.9 IT skills, e.g. Microsoft work, accessing & using email / internet	✓		AF / I / 👍
3.10 Ability to contribute to the delivery of activities which reflect individual choice	✓		AF / I / 👍
3.11 Ability to promote good care practice	✓		I
3.12 Capacity to undertake 24 hour call-out duty by rota	✓		AF / I / 👍
3.13 Ability to arrange staff rotas	✓		I
3.14 Knowledge of relevant codes of practice and legislation	✓		I
3.15 Support individual needs of service users, including managing challenging behaviour	✓		I
3.16 Ensure domestic duties, including cooking and cleaning are completed in an appropriate manner to meet the needs of the service users	✓		I
3.17 Ability to motivate a team and make positive suggestions to improve the service	✓		I

4. Personal Qualities			
4.1 Ability to work as a member of a team or on own initiative	✓		I
4.2 A specific skill or interest to share with others		✓	AF / I
4.3 Full current driving licence and access to a vehicle	✓		AF / I / 👍
4.4 Commitment to Equality & Diversity	✓		AF / I
4.5 Commitment to people with autism spectrum condition, taking up their right in the community and understanding their rights and service needs	✓		I
4.6 Able to work irregular and / or anti-social hours at short notice and other locations	✓		AF / I / 👍
4.7 Ability to work flexibly to meet demands of the service	✓		AF / I
4.8 Maintain professional relationships at all times	✓		I
4.9 Demonstrate commitment to undertake further training and continued professional development	✓		AF / I / 👍
4.10 Commitment to fulfill all aspects of job description	✓		I
4.11 Ability to undertake sleeping-in duties	✓		AF / I

The postholder will be required to undergo and obtain a satisfactory Enhanced Criminal Records Bureau Disclosure.

Disability Discrimination Act 1995

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the short listing stage.

The panel will short list against the criteria marked 👍, therefore you **must** ensure these areas have been demonstrated on the application form. It is not sufficient to state, for example, *"I have knowledge of domestic skills"*.

CV's *may* be included as supplementary information, however short listing will solely be made against the completed application form only.

SHORT LISTING PANEL:

KEY:	AF = Application Form	CQ = Certificate of Qualification	I = Interview	👍 Short listing Criteria
1.		2.		3.
Interview Offered: YES <input type="checkbox"/> NO <input type="checkbox"/>				