

Catholic Care Job Description

1. JOB PROFILE

Post	Adult Learning Disability Senior Manager
Term of post	Permanent
Salary	SP38 to SP41 (£40,760 to £43,662)
Hours	Full Time
Line Manager	Head of Adult care
Approved	September 2020

2. PURPOSE OF THE POST

To provide overall management of the Adult Learning Disability Services within the Charity including leading a team of Registered Managers and developing a one team approach to delivering excellent person-centered services in a safe, stable, nurturing and caring environment for the Adults in our care.

To ensure the delivery of a high quality, expert safeguarding service to adults with a learning disability in line with the organisation's policies and procedures.

To be visionary and to assist the Head of Adult Care in developing ongoing business plans and promotion of services to ensure the development of the services and their future sustainability.

To be part of and actively contribute to the Senior Management Team.

3. KEY RESPONSIBILITIES

1. To ensure the delivery of good quality professional standards in the services in line with CQC regulations.

2. To ensure the operation of stable teams and to manage future succession planning through recruitment, induction, learning and professional development and retention of staff. To actively apply talent management by identifying, working with the Registered Managers, those members of staff with the values and behaviors consistent with the Charity and to develop their potential.

3. To provide day to day management of the registered managers working in the service covering:

- a. Residential Homes
- b. Supported Living of Various Types
- c. Community Outreach

4. To provide additional cover in the homes in the absence of the Registered Manager and to undertake the weekend On Call in exceptional circumstances.

5. Working with the Registered Managers and with support from the Finance Team manage the finance budgets for each home and project.

6. To have responsibility for assessing care needs and setting staffing levels to meet the needs and fit with contract.

7. To manage the quality assurance of the services through a process of feedback, monitoring and evaluation.

- a. To undertake quality assessment reviews in each home on a quarterly basis.
- b. As part of the quality assessment reviews review individual care/support arrangements and attend the reviews of 4 service users to ensure best services are being provided.
- c. To develop the services to aim to achieve CQC outstanding ratings.

8. To undertake supervision and annual appraisal to Registered Managers and to provide them with support generally.

9.To assist in the recruitment Registered Managers and Seniors

10.To ensure the continued professional development of the services by identifying ongoing training needs in line with best practice, the latest topics and the values and ethos of Catholic Care.

11.To contribute to an annual leaning and development plan for the Adult Learning Disability Services which will feed into the Charity's annual plan.

12.To implement new initiatives to services.

13.To develop good working relationships with key colleagues in local authorities to facilitate good partnership. To assist in the negotiation of Service Agreements.

14.To network and market the service as an ambassador of Catholic Care.

15.To act as the key contact point for all new referrals for admission to Catholic Care's Learning Disability Services.

16.To promote safeguarding at all times.

17.To undertake any other duties commensurate to the post, according to the needs of Catholic Care.

4. ADDITIONAL DUTIES

It is the nature of the work of Catholic Care that tasks and responsibilities are, in many circumstances, unpredictable and varied. Each staff member is, therefore, expected to work in a flexible way when the occasion arises, when tasks not specifically covered in their job description have to be undertaken. Such additional duties would normally be to cover unforeseen circumstances or changes in work and would normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.

5. CONFIDENTIALITY

The information Govern's Standard outline how employees must deal with personal information about employees, service users, corporate and financial information. It is a requirement that all Catholic Care employees and volunteers, in the course of their work, treat such personal data confidentially and comply with Catholic Care's Confidentiality Policy. A failure to comply with this may result in disciplinary action. This obligation will continue indefinitely, even after termination of employment. All approaches by the media and other third parties must be referred to the Director.

6. VALUES AND PRACTICE PRINCIPLES

The person who holds this position is expected to be familiar with and have regard to the Values of Catholic Care and work within that framework. He or she must be prepared to operate within the ethos of the Charity and ensure that people of all denominations and faiths have their spiritual needs respected.

7. QUALIFICATIONS AND EXPERIENCE

The person appointed to this position will satisfy the criteria identified in the Person Specification.

8. SAFEGUARDING

Catholic Care acknowledges the responsibility to safeguard and promote the welfare of children and adults at risk regardless of gender, ethnicity, disability, sexuality or beliefs. We are committed to ensuring safeguarding practice reflects statutory responsibility, government guidance and complies with best practice. It is therefore the duty of all employees, trustees and volunteers to adhere to this policy commitment.

Post: Adult Learning Disability Services Senior Manager

Base: Adult Learning Disability

Qualifications	Essential	Desirable
Degree or Professional Qualification e.g. Diploma level 4 or 5	✓	
Management Qualification or recognised management training		✓
Leadership Qualification or recognised leadership training		✓
Specialist qualification in work with adults with a learning disability	✓	
Full Driving Licence	✓	
Experience		
More than 5 years Post Qualifying Experience in a residential or supported living setting for adults with a learning disability	✓	
Work in a voluntary organisation		✓
Working in a CQC regulated setting	✓	
Working as part of an adult mental health service		✓
Workforce Development/Performance Management	✓	
Providing Leadership in a social care setting	✓	
Management/Supervisory experience	✓	
Working with local authorities and other partners in a people facing role.	✓	
Understanding service users -journneys, experience and behaviors	✓	
Skills		
Ability to manage a staff team	✓	
Ability to communicate effectively – in both written and verbal forms	✓	
Ability to communicate with families and make them feel involved.	✓	
Ability to build and manage complex relationships with service users and other stakeholders.	✓	
Ability to manage a high workload	✓	
Ability to work independently and effectively as part of a team	✓	
Ability to use own initiative	✓	
Ability to evaluate and review service delivery against targets and take appropriate action on the delivery of services.	✓	
Ability to respond innovatively to new areas of need.	✓	
Ability to undertake research and sharing knowledge with colleagues	✓	
Ability to provide advice and consultancy	✓	
Ability to find solutions to problems quickly and monitor the quality and effectiveness of the Team	✓	
Ability to oversee the management of training – planning, delivery and evaluating	✓	
Knowledge of		
CQC Regulations	✓	
Safeguarding Polices and Procedures	✓	
Equal Opportunities	✓	
Behavior management models	✓	
Attitude		
Passionate about achieving the best lives for adults with a learning disability.	✓	
Willingness to work flexibly in response to the needs of the services	✓	
Outgoing, seeks out the key relationships.	✓	
Willingness to work independently and effectively as part of a team	✓	
Responds innovatively to new ideas and approaches	✓	
Commitment to the mission, ethos and values of Catholic Care	✓	
Commitment to personal training and development	✓	
Demonstrate a 'can do' attitude	✓	