

Kent County Council

Job Description: *Registered Manager*

Directorate:	Adult Social Care and Health
Unit/Section:	DCALDMH
Grade:	KR11
Responsible to:	Registered Services Manager

Purpose of the Job:

To Provide Residential Short Breaks to disabled children aged 5 – 18 years in line with the Quality Standards, Care Standards Act 2000 and Children's Homes Regulations 2015.

The Registered Manager has a key role in facilitating and developing a range of services for disabled children and young people and will lead a team of staff in achieving this in partnership with the Kent Community Health Trust.

Main duties and responsibilities:

- Ensure that quality services are delivered to disabled children in line with recognised frameworks and legislation
- Ensure that an up to date Statement of Purpose and Function, setting out the aims and objectives of the unit, is available for all service users and their relatives and carers.
- Ensure that all children who are admitted to unit have a needs led assessment which meets with the eligibility criteria and informs the care plan.
- Ensure that reviews of all care plans are undertaken as required, recorded and agreed changes are communicated to all those involved and actioned by the appropriate staff.
- Ensure the unit operates with in line with KCC financial procedures and allocated cash limit.
- Ensure recruitment is conducted in line with the Choosing with Care Process and staff are trained and competent in their role.
- Ensure that competent staff are in place to provide sufficient care and support to meet the children's assessed needs.
- Ensure staff receive annual appraisal, regular supervision and appropriate training to their role.
- Ensure regular review and monitoring is undertaken to maintain quality standards and compliance with regulatory frameworks

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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 Person Specification: *Registered Manager*

QUALIFICATIONS	Level 5 Diploma in Leadership for Health, Social Care and children and young people's services or equivalent
EXPERIENCE	<p>Proven experience of first level management in residential care for Children</p> <p>Managing effective staff appraisal and supervision practice</p> <p>Working as part of a multi-disciplinary team in providing care</p> <p>Managing risk assessment in a residential setting</p>
SKILLS AND ABILITIES	<p>Ability to identify the needs of children and young people</p> <p>Ability to relate theory to practice</p> <p>Ability to lead and build a team</p> <p>Ability to supervise and develop staff</p> <p>Ability to communicate effectively at all levels</p> <p>Ability to coach/role model good practice</p> <p>Ability to produce accurate legible records</p> <p>Computer literate</p>
KNOWLEDGE	<p>Good working knowledge of the Children Act 1989 and 2004</p> <p>Theory relating to child development and caring for children (disability/attachment)</p> <p>Thorough understanding of the Children's Homes Regulations 2015</p> <p>Thorough knowledge of Ofsted's inspection process and the Quality Standards</p> <p>Comprehensive understanding of Health & Safety</p>
BEHAVIOURS (related to Behaviours for Success)	Commitment to equalities and the promotion of diversity in all aspects of work.