

<b>RESPONSIBLE TO</b>	Operations Manager
<b>RESPONSIBLE FOR</b>	Overall management of a staff team and premises to provide childcare of the highest standard laid down by National Standards, or standards specified by the Company where these are higher.
<b>CHILDCARE OBJECTIVE</b>	<ul style="list-style-type: none"> <li>To ensure that the quality of care offered is of the highest standard and that individual strategies for each young person are carried out in line with the individual care plans.</li> </ul>
<b>CHILDCARE KEY TASKS</b>	<ul style="list-style-type: none"> <li>To strive constantly to empower young people to reach their full potential, while respecting and enhancing their individual rights</li> <li>To prioritise the safety of the children and young people.</li> <li>To ensure that the services are operated in compliance with the requirements of regulation and legislation</li> <li>To liaise regularly with the Regional Manager, referral agency and other relevant parties to ensure strategies adopted are the most appropriate to the development of the young people in the house.</li> <li>To ensure that each child has a regularly agreed and updated care plan and that staff deliver care in accordance this.</li> <li>To develop good working advocacy arrangements for each young person, where possible via independent advocacy services.</li> <li>To ensure that young people have regular contact with relatives and friends, in accordance with the care plan and views of the social worker in the placing agency.</li> </ul>
<b>MANAGEMENT OBJECTIVE</b>	<b>That the staff, financial and physical resources of CareVisions are effectively and efficiently deployed.</b>
<b>STAFF MANAGEMENT KEY TASKS</b>	<ul style="list-style-type: none"> <li>To direct and regularly supervise the members of the staff team in the performance of their roles</li> <li>To ensure that staff are at all times deployed economically and efficiently.</li> <li>To co-operate in providing a safe and supportive work environment for staff</li> <li>To identify and where necessary report on any instances of poor or unsafe practice and to co-operate in any investigations or procedures which may result.</li> <li>To report regularly to the Regional Manager on the skills, training needs, morale and practice of the staff.</li> <li>To ensure that staff understand their responsibilities in terms of Company policy and procedure and the Codes of Practice.</li> </ul>

<p><b>PHYSICAL RESOURCE KEY TASKS</b></p>	<ul style="list-style-type: none"> <li>▪ To ensure all expenditure in and on the House is correctly authorised and accurately accounted for.</li> <li>▪ To ensure the House is maintained in a satisfactory state for its purpose, meets the needs and enhances the dignity of the young people living there, and reflects the Company's ethos of high quality child centred care.</li> </ul>
<p><b>RECORDS &amp; REPORTS KEY TASKS</b></p>	<ul style="list-style-type: none"> <li>▪ To ensure all records are accurately maintained and are up to date at all times and that all reports and communications are distributed or conveyed in a timely manner.</li> <li>▪ To make reports available to the Care Commission in a timely manner and efficiently.</li> </ul>
<p><b>OTHER MANAGEMENT KEY TASKS</b></p>	<ul style="list-style-type: none"> <li>▪ Overall to ensure the operations of the House are carried out within Company and legislative requirements.</li> <li>▪ To develop and maintain good neighbourhood relationships.</li> <li>▪ To contribute to the overall management team of the Company.</li> </ul>
<p><b>EDUCATION KEY TASKS</b></p>	<ul style="list-style-type: none"> <li>▪ To take an active interest in each young persons educational development and achievements.</li> <li>▪ To remain informed about educational matters and contribute to the development of educational opportunities inherent in the home.</li> </ul>
<p><b>RECORDING KEY TASKS</b></p>	<ul style="list-style-type: none"> <li>▪ To maintain, where appropriate, all necessary records in a timely manner and to a high standard.</li> </ul>
<p><b>LIASON KEY TASKS</b></p>	<ul style="list-style-type: none"> <li>▪ To liaise and collaborate positively with parents and partner agencies to ensure that the best interests of the young people are respected and promoted at all times.</li> </ul>
<p><b>OTHER KEY TASKS</b></p>	<ul style="list-style-type: none"> <li>▪ To demonstrate an ongoing commitment to continuous professional development.</li> <li>▪ To remain well informed about latest practice, research policy and legislative developments in relation to child care</li> </ul>