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| **Registered Care Manager for Supported Living and Community Supported Living Job Description** | | |
| **Working Hours**: 37 | | **Salary**: Competitive Salary |
| **Location:** Smethwick | | **Responsible to:** Operations Manager |
| **Role Purpose** | | |
| * Autism West Midlands’ vision is a world where all people on the autism spectrum have the specialist care and support they need to lead fulfilling and rewarding lives. * The purpose of the Registered Care Manager’s role is to manage two services providing support for adults with Autistic Spectrum Disorder, behaviours that challenge and complex needs. The Registered Manager will have responsibility for our supported living scheme and the management and growth of a community supported living service. As the manager registered with the Care Quality Commission (CQC), the post holder has overall responsibility for all aspects of the service ensuring the all statutory regulation standards are met. Delivering a high quality service to meet the needs of those we support through appropriate individualised support plans. | | |
| **Responsibilities** | | |
| **People** | * Promote an enabling environment, ensuring high standards of professional practice, whilst achieving compliance with the standards required by CQC and internal policies and procedures * Ensure that support plans are; where possible co-produced and needs led to reflect a person’s interests and aspirations. * To ensure that the support provided is led by the person and offers new experiences through a wide range of meaningful activities within their home and local community * To empower people with autism to live as independently as possible with the appropriate levels of support. * Ensure that people with Autism are supported in a respectful manor where their choices are valued and supported. * Conduct person centred reviews at appropriate intervals, involving the person and their circles of support * To carry out needs assessments for each individual at the point of referral * Ability to manage and deliver successful transitions for individuals new to Autism West Midlands support. * To lead on ensuring the appropriate support is given to enable people to maintain their tenancies and live in their own homes. * Establish and maintain quality assurance systems that enable those we support to make judgements about the quality of their environment, support and other relevant issues. * To work in line with the Mental Capacity Act ensuring that the least restrictive practice is implemented within all support services. | |
| **Communication**  **With families / advocates/ professionals** | * To develop and maintain effective communication systems internally and externally between families, advocates, professionals, individuals and across our support functions * Ensure that there are good communication channels of information between all those within the service, other autism west midlands services and other relevant service providers. | |
| **Staff Management** | * Provide specific management, support, advice and motivation to staff teams to ensure a person centred approach that encourages independence and enables people to achieve their goals. * To ensure that the service is effectively covered by an appropriate number and calibre of staff to reflect the persons needs and preferred lifestyles. * Provide strong leadership to the staff team. * To act as a role model to staff. * To ensure team knowledge, understanding and implementation of Autism West Midlands policies, procedures and legislation. * To recruit and induct staff in accordance with Autism West Midlands policies and procedures. * Ensure that the staff supervision and appraisal system is maintained. * Play a lead role in the induction and continuing development of staff across both services. * Lead regular staff meetings across both services. * To maintain a safe and healthy environment for staff and people at all times. To include the use of Risk Management strategies. * To ensure Autism West Midlands fulfils all of its legal and statutory responsibilities and advise the Operations Manager of concerns and problems as they occur * To ensure that all records and reports are completed and maintained to the required standard inline regulatory requirements | |
| **Financial** | * To contribute to achieving and maintaining financial viability of the service by effective budget management and generating new income through new referrals and engagement in marketing and promotion of the service to external stakeholders. * To take an active role; alongside the Operations Manager in the future growth and development of the Community Supported Living service. * To ensure that rotas and staffing ratios are maintained in line with agreed annual budgets and contracted hours * To take an active role in management account meetings and annual budget setting for the service**.** * To prepare, manage and monitor day to day budgets and ensure all team members follow financial systems and structures. * Identify and take appropriate remedial action in response to deterioration in buildings and furnishings requiring immediate or ongoing repair or replacement (within agreed budgets) and to inform the finance department. * Ensure that 100% occupancy levels are maintained so far as possible. | |
| **General** | * To contribute to a 24 hour on call system on a rota basis, covering a range of services in a specified area * To be committed to your own career development and enhance your service in accordance with knowledge gained. * Continually develop knowledge skills and understanding of the needs of those we supports, interpreting and communicating with them effectively. * Actively contribute knowledge and skills towards other autism west midlands innovative projects developing further specialist resources for people with A.S.D in the West Midlands region. * Attend and participate in mandatory, statutory and relevant training courses as and when required. * Positively promote and raise the profile of people with autism and autism west midlands. * Undertake such other duties as are required. | |

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| **Registered Care Manager for Supported Living and Community Supported Living Person Specification** | | |
| **ESSENTIAL** | | **DESIRABLE** |
| **Professional Qualifications** | * A level 4 qualification in a relevant field | * Level 5 Diploma in Leadership for Health and Social (or registered Managers’ Award, Level 4); **this criterion is highly desirable** * A qualification related to Autism, challenging behaviour or other complex needs * A leadership / management qualification * Nursing, Social Work or similar professional qualification e.g. CQSW, Dip SW, CSS, RNMH, DTMHA |
| **Knowledge** | * Knowledge of Community living models – Person Centred Planning(PCP), Reach Standards for supported living * Knowledge of service delivery in autism | * Knowledge of advocacy and welfare benefits |
| **Management Competencies** | * Leading others - Creating a positive environment, empowering others to meet shared goals * Manage, lead, motivate effective teams * Monitor staff performance * Monitor and Evaluate - Ensuring that the service continuously learns and develops, whilst complying with all regulations and requirements * Business Minded – Awareness of the need to ensure best use of organisation resources and maximising opportunities for service growth. * Assessment & service planning and report writing * IT literate | * Chair meetings/deliver presentations. |
| **Experience** | * Demonstrable experience of working in a supported living environment with people with complex communication needs, including Autism and challenging behaviour. * Experience of managing and developing staff teams * Experience of care planning/development planning for people with disabilities * Experience of financial management. * Knowledge of risk assessments/risk management * Experience of proactively supporting individuals who may show behaviours that challenge. * Experience of managing complex needs and autism. * Experience of carrying out thorough needs assessments. | * Experience in using specialist approaches with people with Autism * Service development * Generating new business and service growth * Knowledge of quality assurance systems within the work place/service standards |
| **Personal Qualities & Skills**  Personal Qualities and Skills | * Proven track record of motivating others * Ability to act as a role model and promote a professional approach to all aspects of the role * Commitment to achieving best outcomes for those we support and improve service standards * Ability to undertake on-call duties |  |