

**Job Description & Person Specification**

**Job title: Assistant House Manager**

**Responsible to: House Managers**

**Contract Type: Permanent**

**Position Type: Full Time**

**Salary Scale: £37,651.95 – £39,846.24**

**Hours of Work: 37.5**

**Pattern of Work: 4 week rotational shift pattern including early and late shifts**

**Purpose:**

The Assistant House Manager will support the planning, prioritising, organising and reviewing of group care for young people resident in the House. They will support the management of the care and support to young people in a safe, secure and positive environment; ensuring that the work is in keeping with legislative, organisational and procedural requirements, and current good practice and guidance. They will supervise individuals to achieve agreed work plans and objectives, and ensure appropriate opportunities are given to enable individuals to maximise performance.

**Main Duties:**

1. Effectively support the development, maintenance and monitoring of systems and structures which reflect values and ethics inherent in the Code of Practice for Employers and Code of Conduct for Staff as published by the Scottish Social Services Council.
2. Promote the management of a service which meets the best possible outcomes for young people.
3. Manage the use of financial resources.
4. Manage the performance of staff so that work plans and objectives are achieved.
5. Contribute to the selection and recruitment of staff to meet service requirements and with due regard to legislation, current good practice and organisational policies and procedures.
6. Promote the development of the team and individuals to enhance their performance.
7. Ensure the care environment effectively meets the physical, social and emotional needs of young people.
8. Effectively support and contribute to the management of continuous quality improvement which reflects current good practice and ensure compliance with Care Inspectorate advice and recommendations.
9. Promote the development, maintenance and monitoring of a safe working environment.
10. The job holder may be asked to perform the duties of the Duty Officer or Nightshift Coordinator dependent on operational requirements as required by SMT.
11. Any other reasonable duties as directed by a senior management team.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * You must possess the Higher National Certificate in Social Care and the Scottish Vocational Qualification in Caring for Children and Young People at Level 3 or above, or equivalent qualifications recognised by the Scottish Social Services Council. You will be (or will be able to become) a registered supervisor with SSSC.  You will demonstrate a commitment to continuous professional development and learning in all aspects of your work.
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| **Experience** | * You will be an experienced residential childcare practitioner and you will have experience of mentoring, supporting and line managing individuals and preferably teams, in residential child care or secure care settings.
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| **Professional Registration** | * To maintain registration within employment/to register with the Scottish Social Services Council (SSSC) under the ‘Residential Child Care Workers with Supervisory Responsibilities’ category within the first six months of commencement in role. This is a legal requirement within the Care sector for individuals to be registered under the correct category within the six month timescale of the commencement of employment.
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| **Professional Qualities** | * You will possess capabilities in relation to assisting the management of a group of staff with reference to the policies and procedures of the organisation and the Code of Practice for Employers and Code of Conduct for Staff as published by the Scottish Social Services Council
* Assisting in the management of strategies to develop the skills and competences of staff
* Undertaking duties related to financial budgets and staff rotas as directed by the House Manager;
* Ensure that the principles of safe care are implemented for individual service users and others;
* Assisting in the management staff and resources to promote the best possible outcomes for young people.
 | * Awareness of the importance of being a good role model for our young people
* An understanding of the needs of different young people
* Good time management and organisational skills
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| **Personal Qualities** | * You will be flexible and imaginative in dealing with challenging situations;
* Be able to listen sympathetically, correctly responding to concerns, motives and feelings of others;
* Have an open mindedness and flexibility in dealing with situations;
* Have an emotional awareness of yourself and others
* Be able to take responsibility for your own actions and effectively use your own initiative.
* Have confidence in your own judgement and professional practice
* Be assertive and effective in supporting the House Manager
 | * You must be interested in learning and demonstrate a willingness to be flexible and creative
* Patience, respect and empathy
* Good listener and attentiveness
* A non-judgemental attitude and open-mindedness.
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