

# Job Description

## Job Title: Registered Manager

## ****Reports To:**** Director of Services

**Job Summary:**

To lead a team of professional social workers, nurse practitioners and residential staff in the exemplary delivery of support and assessment programme to families and Placing Authorities. To be a champion of social work values and delivery of interventions that work to keep children safe in accordance with legislation, policies and good practice guidance.

To manage the routine day to day tasks of the establishment which will include responsibility for the welfare of the residents, managing staff, admissions, the resources and the fabric of the building and the discharge of residents together with all the external responsibilities of the management task including representation to all agencies that come into contact with the service.

**Duties and Responsibilities:**

1. To ensure that all staff work in accordance with the Statement of Purpose and Function of the centre.
2. To ensure that all parenting assessments are to the highest standard.
3. Understand and update relevant Majestic Family Services policies and practice standards.
4. Demonstrate a working knowledge and give guidance to other staff on: Regulations for Residential Family Centres, 2002, The Children Act 1989, Care Standards Act 2000, Equal Opportunities Policies, National Minimum Standards for Residential Family Centres.
5. To be available for all inspections by Ofsted and to undertake any recommendations and/or requirements from all regulation Ofsted inspections.
6. To be responsible for the implementation and adherence to the Local Authority Child Protection and Adult Protection Safeguarding Procedures.
7. To play a key role in ensuring that the home’s policies and procedures are reviewed and updated.
8. To demonstrate by example, good childcare practice and a professional social work approach to work with residents and their families.
9. Ensure that requirements for SWE Social work registration are adhered to.
10. To ensure that all residents receive a sensitive residential service which best meets their social, racial, psychological, educational, cultural, physical identity and health care needs by undertaking routine supervisions of the Social Workers and assessing Nurse Practitioner.
11. To promote a working culture of self-awareness and understanding of others behaviours, and its effect on colleagues and residents, and to reinforce this through constructive feedback which includes:
    1. Undertaking regular supervision with the deputy manager, social workers and practice nurse
    2. Quality assuring all other supervision
    3. Leading regular team meetings
    4. Undertaking probationary reviews along with the deputy manager
    5. Undertaking staff yearly appraisals
    6. Responsibility for ensuring any disciplinary processes and complaints are followed in accordance with guidance and concluded as swiftly as possible
    7. Ensuring all staff are up to date with training.
12. To play a key role in staff recruitment and management of staff contracts.
13. To be on call when rostered, and to make yourself available to offer advice to staff in emergencies either via telephone or by physically attending the centre if and when it is necessary to do so.
14. Leading the Team through Regulation 25 visits.
15. To work alongside and in partnership with team members and other professionals (Social Workers, Police, Education, Solicitors, Guardians and Health) to help residents reach targets and expectations as outlined in their placements plans.
16. Maximise the use of the community facilities for the benefit of the residents, developing and maintaining relationships with the local community.
17. To be responsible for ensuring that Fire Regulations and Health and Safety Regulations are met, appropriate records are kept and that fire drill procedures are adhered to in accordance with majestic Family Services policies and procedures.
18. Ensure that all risk assessment are appropriately updated and reviewed in order to ensure optimal outcomes.
19. Ensuring incident reports are completed and when by others, to an appropriate standard and that Ofsted Notifications are completed where necessary within required timescales.
20. Ensuring all monthly Regulation 23 reports are complete and that the Ofsted six monthly Regulation 23 report is also completed.
21. To take an active role in the referral process.
22. Ensuring feedback is sought from both residents and professionals, and that this feedback is used to inform any changes to improve the service.
23. Any other task as reasonably requested by the Director of Services