

Newcastle City Council Job Description

Post Title: Manager/Officer in Charge DD152

Evaluation: 663 points **Grade:** N10

Responsible To: Service Manager

Responsible For: Care Home staff

Job Purpose: The planning, organisation and management of a residential establishment for young people with severe emotional, behavioural or learning difficulties, which meets the minimum requirements of National Standards for Residential Care.

Main Duties: The following list is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Ensure that working practices enhance and develop services to children in accordance with the Children's Act 1989 and the Every Child Matters framework, working within the Directorate procedures.
- 2 Ensure that service users are handled sensitively and professionally in line with the Directorate's policies, procedures, working practices, guidelines, etc. Take a lead role in overseeing the residential care of emotionally disturbed or difficult service users. Ensure that the physical and emotional needs of service users are met to ensure their continued development.
- 3 Monitor child care practice in the Care Home and ensure that they comply with Directorate policies and practices, to enhance the outcomes of Looked After Children and ensure that the dignity of the young person is respected.
- 4 Oversee the preparation, implementation, monitoring and evaluation of development programmes for service users in consultation with fieldwork staff. Liaise with other child care professionals as necessary.
- 5 Take a lead role in the analysis and evaluation of a service user's development including participation at reviews, staff meetings, meeting with parents, case conferences, etc.
- 6 Ensure records and reports are kept regarding children (and their families where appropriate) and that these are relevant, factual and up to date.
- 7 To plan, organise and manage in the most efficient and effective way work undertaken by staff at the residential child care establishment, ensuring adequate staffing levels to meet service needs.
- 8 Supervision of all care and ancillary staff working in the Care Home. To include dealing with staff recruitment, sickness absence management, discipline/grievance matters, appraisals, assessing training and development needs.

- 9 Ensure that good standards of supervision and order are maintained with service users. Establish and maintain daily routines with the aim of promoting good behaviour, the general safety and welfare of service users and ensure that appropriate risk assessment and risk management strategies are in place.
- 10 Prepare complex reports relating to issues concerning residential child care, attending or participating on committees, working groups etc. In consultation with the LAC Service Manager represent the Directorate, as appropriate.
- 11 In accordance with the Directorate's policies and financial procedures maintain systems to deal with ordering supplies, monitoring and control of delegated budgets.
- 12 Ensure any defects in the physical condition of the building or equipment are reported. Take the necessary measure to ensure that service users and staff are not put at risk by such defects, and that Health and Safety regulations are complied with.
- 13 Ensure that fire regulations, fire drills and other emergency procedures are known and understood by service users and staff. Organise regular practices.
- 14 The Officer in Charge will be required to assist in the development of policies and working practices to ensure that the Care Home meets National Minimum Standards for Residential Care.
- 15 To gather and collate management data as required by the Directorate.
- 16 To work in any relevant work setting as so needed by the Directorate.
- 17 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.
- 18 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.