

## JOB SUMMARY

<b>Post Title</b>	ASSISTANT MANAGER – RESOURCE CENTRE						
<b>Job Family</b>	<i>Service Delivery</i>	<b>Pay Range</b>	09	<b>Line Manager to others?</b>	Yes	<b>Role profile ref</b>	
<b>Service Area</b>	Adult Social Care and Housing Needs – Internal Services (Reablement)						
<b>Line Manager</b>	Registered Manager (or another delegated person)						
<b>Location</b>	Adelaide & Gouldings Resource Centres						

<p><b>Job Purpose</b></p> <p>To manage and maintain oversight of the provision of bed-based reablement services on a duty rota delivered by a team of up to 15 individuals in varying supportive roles. They are responsible to the Senior Management of the home to support the meeting of the statutory regulations, the Isle of Council internal policies, processes, and values, and with a clear focus on excellent outcomes for the individuals utilising the service.</p>																											
<p><b>Job Context</b></p> <ul style="list-style-type: none"> <li>Comprehensive record keeping, both electronic and written, for staff and individuals using the service in accordance with internal processes and external requirements</li> <li>Line Management of both individual staff and departments / areas including auditing as required</li> <li>Establish and maintain positive and professional working relationships with our partners and those, or those who are involved with those, who use our service.</li> <li>Understand, demonstrate, and support the whole home ethos of Reablement: To optimise independence of those who use our service, doing with people rather than for them.</li> <li>Manage shifts, including maintaining the health and well being of all individuals within the home. This can include medical assistance and escalation.</li> <li>To complete notifications of concerns immediately and accurately in accordance with internal processes and external requirements and report to Senior Management any occurrence without delay</li> <li>To undertake Out of Hours on call/ standby on a rota'd basis</li> <li>Support people to take or those who administer prescribed/ patient's own medication by following the support/goal plan and all internal medication internal policies and procedures</li> <li>To undertake any role appropriate tasks as directed by Senior management and a proven ability to work flexibly to meet the needs of the service</li> </ul>																											
<p><b>Knowledge, Skills and Experience</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Role Profile requirements.</th> <th style="width: 30%;">Job specific examples. (if left blank refer to left hand column)</th> <th style="width: 10%;">Essential</th> <th style="width: 10%;">Desirable</th> </tr> </thead> <tbody> <tr> <td>Proven ability to influence based on facts and evidence, a range of audiences with differing competence and abilities. Ability to communicate one to one and with specific groups.</td> <td></td> <td style="text-align: center;"><b>X</b></td> <td></td> </tr> <tr> <td>In depth knowledge of the specialist work area and relevant legislation, regulations, processes, systems, procedures and standards. Good knowledge of other areas of the authority relevant to the service.</td> <td></td> <td style="text-align: center;"><b>X</b></td> <td></td> </tr> <tr> <td>Literacy and numeracy skills with proven ability to maintain accurate records and write clear, accurate and concise reports.</td> <td></td> <td style="text-align: center;"><b>X</b></td> <td></td> </tr> <tr> <td>Knowledge of relevant financial processes and experience or training sufficient to ensure financial processing and / or budget monitoring is completed accurately.</td> <td></td> <td></td> <td style="text-align: center;"><b>X</b></td> </tr> <tr> <td>Good ICT skills including use of Microsoft applications and specialist systems.</td> <td></td> <td style="text-align: center;"><b>X</b></td> <td></td> </tr> </tbody> </table>				Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable	Proven ability to influence based on facts and evidence, a range of audiences with differing competence and abilities. Ability to communicate one to one and with specific groups.		<b>X</b>		In depth knowledge of the specialist work area and relevant legislation, regulations, processes, systems, procedures and standards. Good knowledge of other areas of the authority relevant to the service.		<b>X</b>		Literacy and numeracy skills with proven ability to maintain accurate records and write clear, accurate and concise reports.		<b>X</b>		Knowledge of relevant financial processes and experience or training sufficient to ensure financial processing and / or budget monitoring is completed accurately.			<b>X</b>	Good ICT skills including use of Microsoft applications and specialist systems.		<b>X</b>	
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Substantial practical experience demonstrating development through a series of progressively more demanding and relevant work roles. Relevant experience within the service area, working as part of team to meet service standards, targets and deadlines.		<b>X</b>	
Good planning and organisational skills, with proven ability to use initiative, prioritise workloads, monitor and evaluate work and ensure deadlines are achieved.		<b>X</b>	
<b>Qualifications</b>			
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May require relevant certifications including evidence of fluency in English language.	Minimum of QCF L4 and willingness to undertake QCF/NVQ L5	<b>X</b>	
Educated to A level standard or equivalent or equivalent experience.			<b>X</b>
Relevant vocational / professional qualification.	Willingness to undertake all required learning and development that is necessary or required for the role	<b>X</b>	
<p>The Isle of Wight Council is committed to safeguarding and promoting the welfare of vulnerable children and adults and operates stringent recruitment practices. All employees are expected to familiarise themselves with the Council's Safeguarding Policies and all other relevant policies so our staff can work safely, professionally and competently at all times.</p> <p>The Isle of Wight Council has a duty to protect employees from harm as far as is reasonably practicable and all employees have a duty to protect themselves and others from harm. All employees are expected to familiarise themselves with the Council's Health &amp; safety Policies and undertake relevant training to ensure compliance with Health and Safety Requirements.</p> <p>All employees are required to comply with the Council's Data Protection and GDPR Policies. You are responsible for ensuring that any information or data you collect, or input complies with the standards set out in these documents.</p> <p>All post holders must have the ability to meet the travel requirements of the role</p>			
<p><b>Organisation Structure:</b></p> <ul style="list-style-type: none"> <li>• <b>Director of Adult Social Care &amp; Housing / Assistant Director</b></li> <li>• <b>Service Manager / Nominated Individual</b></li> <li>• <b>Registered Manager / Deputy Manager</b></li> <li>• <b>Assistant Manager</b></li> <li>• <b>Senior Support Worker / Administrators</b></li> <li>• <b>Community Support Worker</b></li> <li>• <b>Ancillary support team</b></li> </ul>			