

Directorate:	Families and wellbeing	Section:	Families First Division
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Job details

Job title:	Families First Team and Short break Residential Manager
Grade:	10
Location of work:	Borough wide
Directly responsible to:	Families First/ Residential Service Manager
Directly responsible for:	Social Workers and Family First Support Workers, or other specialist staff if in a non-case holding support service
Hours of duty:	37 hours per week – including weekends and evenings
Primary purpose of the job: Assist in the managing and delivery of Children's Social Care within a defined area of service by supervising and managing a broad team of staff as directed by the Service Manager	

Main duties and responsibilities/accountabilities

<ul style="list-style-type: none"> • Assist in the managing and delivery of Children's Social Care within a defined area of service by supervising and managing a broad team of staff as directed by the Service Manager • Effectively manage a team of staff providing care for children and young people in a residential and short break setting in accordance with legislation and departmental policies and procedures, being the accountable registered manager • Manage a team of staff offering contact to children in care or subject to care proceedings • Manage an agreed caseload of co-worked or complex cases • Safeguard and promote the welfare of children and young people • To manage evening and weekend working which will include oversight of welfare visits, potential PPO's, emergency and planned short breaks. To provide support to the OHH duty manager for young people who are Unaccompanied Asylum seekers (UASC) who require placements. • Ensure the effective delivery of high quality, cost-effective services to meet individual needs. • Contribute to continuous improvement and maintenance of high professional standards and practice in the team. • Contribute to a range of panels designed to support vulnerable children and families. • Contribute to relevant aspects of Divisional, Directorate and Corporate development programmes.

Working relationships.

- Eligible children, young people and their families/carers
- Staff within the team e.g. Deputy Team Manager (s), social workers and assistant social workers and/or other specialist staff if the team is a support team for operational practice
- Specialist staff within the Division including Conference and Review Managers, other Service Team and Deputy Team Managers, fostering and adoption services
- Managers and staff in other Divisions within the Directorate, particularly those in education, early years services, family support services
- Managers and staff in other Council Directorates, particularly legal services, housing advice
- Managers and staff in Health Trusts, particularly those with named responsibilities for overseeing community health services and specialist services for vulnerable children
- Managers and staff in criminal justice agencies such as the Police Service, Probation Area, and Youth Offending Team
- Managers and staff in voluntary sector services, particularly those services that have contractual relationships with the Division
- Service Managers, Team Managers, the Head of Service and the Operational and Executive Director of Families & Wellbeing.
- Other Senior Officers within the Council
- Members of the Warrington Safeguarding Children Board and the Children's Trust, their sub-groups and other working parties.
- Other Local Authorities and other agencies that have an interest in vulnerable children.

KEY TASKS AND ACCOUNTABILITIES

- To assist the Service Team Manager to supervise the staff and resources within the team to ensure the delivery of a high quality service for eligible children, young people and their families according to the aims, targets and objectives for the service.
- To provide support and supervision for specified team members on a planned regular basis in line with Divisional policy. This includes ensuring that annual Professional Review & Development (PRD's) are completed for all staff and subsequent development plans are implemented.
- To effectively manage a team of staff providing care for children & young people in a short break setting in accordance with legislation and departmental policies and procedures Involvement and in the management and supervision of staff or students

- To effectively manage a team of staff providing high quality contact to children in care or subject to care proceedings.
- To manage and supervise staff with specialised roles within the team such as PAMS assessors, Child in Need Co-ordinators, FGC Coordinators and the Therapeutic Social Worker.
- Clear understanding of young people's needs and behaviours in a short break setting and evidence of having effectively assessed and to responding to those needs to enable them to reach full potential
- To be accountable for all elements of individual cases within the service workload in accordance with directorate policy and procedures.
- Experience preparing and the quality of reports for children's legal proceedings
- To provide support and advice to team members, chair a range of meetings as appropriate and support staff in court proceedings, as required. In addition, the team attends numerous multi-agency panels and each deputy manager will be expected to represent the team as and when required.
- To manage a small caseload of complex cases as required, the majority of which are co-worked with less experienced staff to assist with their professional development.
- To comply with expenditure arrangements and assist with budget management as directed by the Service Manager to ensure services are provided within cost limits and that services represent good value for money. This will include attending meetings and panels where good analytical skills will be required to support the team's financial commitments.
- To have overall responsibility and accountability for Warrington's Short Break centre as the registered manager, ensuring the buildings are maintained in accordance with Health and Safety requirements and Ofsted regulations. This includes being the registered person for a children's home with accountability for any incident which may affect the registration.
- To be registered through Ofsted as a Manager for the Short break unit and undertake a Fit Persons interview, and undertake all tasks associated with this role
- Prioritise and allocate work within the team by agreement with the Service Manager to maintain service delivery and to ensure that eligible children, young people and their families have their needs met in a timely and thorough fashion.
- Contribute to the production, implementation and review of an annual Team Business Plan.
- To ensure that the Short break setting operates within the National Minimum Standards and Regulations for Children's Homes and to develop a service that offers outstanding results for children and young people. The deputy managers are expected to meet with the Regulation 44 assessors and OFSTED during any inspection.

- To be up to date with all aspects of being a premise manager to ensure that all health and safety requirements are met at Ross Close and St. Katherine's contact centre.
- Assist with ensuring the maintenance of the performance of the team against agreed targets and performance indicators via regular and effective monitoring and analysis. To ensure all team members are kept fully informed of the team's performance and are enabled to contribute towards improving performance.
- Ensure the regular use of quality assurance processes in the scrutiny and development of front line practice and identify any additional areas of practice that require quality assuring.
- Ensure that all record keeping, including high quality case recording, accounting and records of other team activity such as all meetings is maintained and is available for reporting when required.

Safeguarding

- Support the Families First Service Manager in ensuring that practice is carried out in accordance with the requirements of all relevant legislation and statutory guidance and the policies and procedures of Warrington safeguarding arrangements.
- To follow Child Protection procedures, in consultation with Managers and to liaise with other agencies as appropriate.
- Have a thorough understanding of safeguarding issues and to provide evidence of protective and risk factors in order to identify thresholds of need.
- Ensure that practice is carried out in accordance with the requirements of all relevant legislation and statutory guidance and the policies and procedures of the Warrington's Safeguarding Children's Board.

Equality and Diversity

- Ensure that needs of diverse groups of children and adults are identified and addressed by services in Warrington
- Ensure that the needs of minority communities are appropriately reflected in commissioning decisions and service developments within the borough.
- The post holder must carry out their duties with full regard to the Warrington Borough Council's Equal Opportunities, Health and Safety and Community Strategy policies.

Health and Safety

- Ensure that all commissioned services are consistent with health and safety requirements.
- To act at all times with due regard to the Authority's Health and Safety Policies and related Codes of Practice.

Other duties

- To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account.
- To require and ensure all information received and disseminated, whether verbal or written, concerning all employees, prospective employees or clients, is treated in the strictest confidence, and that all such information held is regulated and controlled in a similar manner.

- To undertake evening and weekend work, if required, including duty rotas

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Date job description prepared/revised: January 2019

Prepared/revised by: Amanda Amesbury

Agreed job description signed by holder: