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**JOB DESCRIPTION**

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| **Job Title** | **Location** |
| Deputy Manager (Fixed Term 1 Year)  (June 2025 – June 2026) | Johnston Way Supported Living  1 Johnston Way, Lisburn BT28 2XE |
| **Accountable to** | |
| Registered Manager. | |
| **Purpose of the Job** | |
| **The Service**  Johnston Way is an Intensive Support Service in North Lisburn which provides a person-centred approach to service users with learning disabilities, autism, and complex needs.  We work in partnership with Woven Housing Association and South Eastern Health and Social Care Trust to provide support to individuals living in their own home.  Johnston Way consists of two bungalows designed to accommodate eight individuals. Each consists of communal living areas, kitchen areas and en-suite bedrooms. There is also an enclosed garden area.  The Service operates under the Positive Behaviour Support (PBS) Framework and provides care and support on a 24 hour basis.  **The Role**  The Deputy Manager will support the Registered Manager ensuring the service meets Domiciliary Care Agencies Regulations (Northern Ireland) 2021 and the DHSS&PS Domiciliary Care Agency Minimum Standards.  The Deputy Manager will support the Registered Manager to develop and implement personalised care/support plans and individual risk assessments to meet individual needs. They will ensure the delivery of quality care and support. The Deputy Manager will support the Registered Manager to manage budgets and resources effectively.  The Deputy Manager is expected to work on a rota basis to include evenings, weekends and public holidays | |
| **Salary/ Hourly Rate** | **Hours of Work** |
| Starting from £35,412 per annum (pro rata) | 37 Hours per Week  Shift pattern to include evenings and weekends  Flexibility is required to meet the needs of the service |
| **Closing Date** | **Length of Contract** |
| **Monday, 2nd June 2025 at 10:00 am** | Fixed Term (June2025 – June 2026) |

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| **Our Benefits** |
| Annual Leave: 35 days leave (pro rata) inclusive of public and statutory holidays. This increases by 5 days after 5 years’ service and a further 2 after 10 years’ service.  Pay Progression: Annual incremental pay increases on salary scale.  Pension: Auto Enrolment Pension through Standard Life. Employer contribution 4%, employee 5%.  Occupational Sick Pay: Scheme that increases with length of service.  Westfield Health: Cashback health scheme and free and confidential 24hour counselling service.  Investor in People Platinum: Commitment to development of the staff team through training and learning opportunities.  The successful candidate will be supported and trained in CPI Intervention |

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| **Our Vision, Mission and Values** |
| **Our Vision** is an inclusive society for all.  **Our Mission** is to support individuals and families living with disability, autism and brain injury to live the lives they choose.  **Our Values** are **C**ollaboration, **E**quality, **D**ignity, **A**chievement, **R**esilience. |

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| **Key Duties and Responsibilities** |
| **Customer**   * Contribute to the process of assessment of referrals as and when required. This will require you to meet and work with new referrals in their current home that may be a hospital environment. * Coordinate admissions of individuals to the service. * Ensure awareness and implementation of appropriate application of The Human Rights Act. * Take responsibility for coordinating risk assessments, ensuring that they are reviewed and updated. * Ensure all relevant care/ support plans are in place, accurate, up to date and adhered to by the staff team. * Manage high standards of personalised support and care for individual service users within their home. * Ensure compliance with contract specification and regulatory requirements * Maintain effective relationships with the wider statutory and voluntary sector at both a formal and informal level. * Work closely with allied professionals. * Oversee and ensure that all staff effectively manage behaviour that challenges, enabling individuals to develop. * Take the lead during emergency situations, assist, and relieve staff as required. Conduct investigation as to why incident occurred and provide reports or attend de-brief with line management. Ensure compliance with Cedar quality management system and RQIA with regard to reporting of such incidents. * Ensure the instigation of physical intervention must only come from trained CPI Safety Intervention staff in accordance with Cedar policies and procedures, CPI Safety Intervention principles and DHSS&PS and regulations and as identified in individuals’ Best Interest Pathways. * Monitor and ensure that all financial transactions are recorded and administered in accordance with Cedar quality management system and the individual’s requirements.   **Internal Processes**   * Ensure all services are subject to regular audit and implement required corrective action to ensure quality objectives are met * Complete monthly audits of adverse incidents and behaviour monitoring and identify trends. * Ensure all staff are fully aware of their Positive Behaviour Support and CPI Safety Intervention responsibilities. * Ensure the reporting on interventions, including CPI Safety Intervention use is completed monthly in reports, recording the incidents in full. * Ensure compliance with the Cedar Foundation’s ISO quality management system. * Ensure systematic monitoring of all health and safety issues, to include risk assessment and reporting on complaints and adverse incidents. * Establish benchmarking activity to enable comparative analysis and identification of potential areas for improvement * Track and manage sick leave   **Financial**   * Work with line manager to establish service budget and report against expenditure. * Ensure that the service operates to agreed budgets. * Produce weekly statistics by deadline. * Ensure adherence to Cedar procedure and guidance on managing service user finances. * Produce and manage staff rotas in line with user needs and service resources. * Check timesheets and submit relevant statistics by deadline. * Complete absence records for payroll.   **Organisational Capacity**   * Work with the Head of Service to ensure that appropriately qualified and experienced staff are recruited in accordance with Cedar quality management system and standards set by the Regulatory Body (RQIA). * Work with the Head of Service to ensure that staffing meets the standards and levels as set out in the Statement of Purpose of the service. * Provide leadership to the team, acting as a positive role model at all times. * Ensure that all staff complete a full induction in accordance with the Cedar quality management system and standards set by the Regulatory Body. * Effectively apply the probation process and contribute to decisions regarding ongoing employment of staff. * Provide regular supervision and appraisal of staff performance in respect of the deputy manager, team leaders and support workers ensuring that adequate precautions are taken to maintain the safety and wellbeing of both service users and staff. * Develop and maintain effective communication systems within the service. * Conduct regular team meetings in line with Cedar quality management system and standards set by the Regulatory Body. * Ensure and/or undertake verbal debriefs with staff as required and necessary and ensure relevant reports are completed. * Identify training needs and contribute to the training and development of staff. * Delegate responsibilities based on the competence of staff and needs of the service.   **General**   * Work to and exhibit the Cedar vision, mission and values, always promoting the organisation in a positive manner. * Positively support the organisational strategic aims, through successful delivery of project work as detailed your workplan. * Maintain records in line with Data Protection and GDPR principles ensuring records are held in accordance with agreed retention schedules. * Deliver a customer focused, professional service, living our values in all that you do. Ensure that all actions are in the interests of both the people receiving services and Cedar * Maintain a high level of confidentiality, trust and accuracy. * Engage positively in team meetings, supervision and appraisal processes. * Attend training on a regular basis to ensure that all mandatory and personal training and   development needs are met in line with regulatory and organisational requirements.   * Travel, where required to meet the requirements of the role. * Work with senior management to establish the service and ensure it meets the specification and standards required by all stakeholders. * Ensure that all actions are in the interests of both the people receiving services and Cedar * Adhere to the Codes of Practice associated with professional bodies (e.g., NISCC, NMC etc.) and The Cedar Foundations Policies and Procedures. * At all times work within current legislation. * Work closely with other members of the team for the ultimate benefit of the people receiving services. * Participate in the Cedar Foundation On-Call Management Service * To undertake other relevant duties as may, from time to time, be assigned. |

*This Job Description is a general outline of the post as it is currently perceived by The Cedar Foundation. It is not intended to be restrictive or definitive. Each member of staff will have an individual work plan agreed with them following appointment to the post, which is aligned to the organisation’s strategic plan. The responsibilities of the post may change in line with continuous improvements as Cedar aims to meet its vision and best respond to the needs of disabled people accessing our services. A reserve List may be held for this specific position / location.*

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**PERSONAL SPECIFICATION**

***CRITERIA –*** *all applicants MUST be able to demonstrate either at short-listing or at interview all essential criteria listed below. Applicants should therefore make it clear on their application form whether or not they meet the required criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.*

**Please note - At present The Cedar Foundation does not offer Sponsorship.**

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| **Essential Criteria** | | |
| **Criteria** | | **Assessment** |
| 1. | A professional social work qualification and registered on the appropriate part of the Northern Ireland Social Care Council (NISCC) register, without condition.  **OR**  A first level registered nurse on the appropriate part of the Nursing and Midwifery Council register.  **OR**  An Allied Health Professional registered with the Health Professions Council, C**ombined With**  A minimum of three years’ work experience in any health or social care setting with people who have significant needs. At least one years of this experience must be in a relevant management capacity in a health and social care setting.  **OR**  Level 5 Diploma in Leadership for Health and Social Care Services (Adults’ Management) Wales and Northern Ireland and be eligible for registration on appointment, **Combined With**  A minimum of four years’ practice experience in any health and social care setting as above. | Application / Conditional Offer Checks |
| 2. | Experience of managing in a group living facility for people who have learning disabilities and significant associated needs.. | Application / Interview / Conditional Offer Checks |
| 3. | Working knowledge of the needs of people with learning disabilities. | Application / Interview |
| 4. | Knowledge and experience of Positive Behaviour Support. | Application / Interview / Probationary |
| 5. | Effective communication and use of IT skills. | Application / Interview / Probationary |

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| **Values Competency** | | |
| **Criteria** | | **Assessment** |
| 1. | **Collaborative** working and the ability to work in a team to deliver our vision and strategic aims | Interview / Probationary |
| 2. | Commitment to building a community that recognises **Equality** and **Diversity** | Interview / Probationary |
| 3. | Ability to support service users to **Achieve** their full potential | Interview / Probationary |
| 4. | Committed to ensuring the provision of high quality person centred services. | Interview / Probationary |
| 5. | Demonstrating **Resilience** to meet the objectives of the job | Interview/ Probationary |

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| **Conditions of Employment** | | |
| **Requirement** | | **Assessment** |
| 1. | The right to work in the UK. | Provide original right to work documentation. |
| 2. | Provide 2 satisfactory references, one being from the most recent employer. | Give the name and contact details of relevant referees and contact the referees to inform them that they will be contacted by us. |
| 3. | Completion of CPI physical intervention training. | Successful completion of CPI Safety Intervention course. |
| 4. | Have a full current driving licence and access to a vehicle for the purposes of work.  *This criterion will be waived in the case of a suitable applicant who has a disability, which prohibits them from driving but who is able to organise suitable alternative arrangements in order to meet the requirements of the post in full.* | Provide a valid diving licence (both parts) and evidence of insurance that covers business use. |
| 5. | Enhanced Access NI check. | Apply for an Access NI check, when requested. |
| 6. | NISCC registered or willing to register within 6 months of commencing employment. | If you have worked in the care sector previously you must provide evidence of NISCC registration relevant to role. If your registration has lapsed you must renew before or on your first day of induction.  Or  If you are new to the care sector you must register with NISCC within 6 months of your start date. |
| 7. | Satisfactory Health Declaration. | Complete the health declaration and if deemed necessary attend an Occupational Health Assessment |

# **THE CEDAR FOUNDATION IS AN EQUAL OPPORTUNITIES EMPLOYER**