

JOB DESCRIPTION

Title:	Residential Manager
Base:	Calderdale wide – Main base Elland, Halifax
Contract:	Permanent post subject to funding
Salary:	Band 5 £22,425 per annum
Reports to:	TBRP CEO

Role Summary:

Main Purpose of Post:

- To organise and facilitate the day-to-day running of the therapeutic community in Calderdale.
- To co-ordinate the residents' tasks and activities and to provide assistance and support to sessional workers.
- To work within the team responsible for the implementation, development, and evaluation of the core therapeutic programme to ensure that residents' care plan targets are being met.

JOB DESCRIPTION/MAIN DUTIES AND RESPONSIBILITIES:

1. To enable vulnerable clients living within TBRP accommodation to develop and utilise independent living skills in order to re-integrate into the community.
2. To develop Residential Policies & Procedures to maintain compliance in all areas of health and safety in the unit.
3. To ensure the welfare of service users whilst in our care
4. To be responsible for ensuring that rota's are produced and cover is provided for the unit.
5. To lead the staff team co-ordinating the daily provision of support and housing related management tasks ensuring that all health and safety checks are completed and that all buildings are maintained to the highest standards.
6. To comply with funding and other statutory reporting requirements by maintaining appropriate records fit for purpose.
7. To empower clients through the provision of a safe and secure living environment through ensuring the personal safety of clients and the safety and security of the houses.
8. To complete formal supervision with staff on a 4-6 weekly basis and to complete staff appraisals on a 6 monthly basis

9. To oversee and support staff to ensure that all discharge procedures are followed when a client leaves the supported accommodation and vacancies are reported to ensure that full capacity of the unit is managed effectively.
10. To support the delivery of the Therapeutic Programme by working with clients to develop independent living skills and maintaining records of work undertaken.
11. To facilitate effective handovers between house activities and the daily therapeutic program staff by recording activities as appropriate and taking part in the handover process.
12. To assist staff in supporting clients to achieve their own goals with regard to move on activities, respecting the privacy and need for own space for each client. Treating clients with respect and dignity to empower them to regain control of their affairs.
13. To be responsible for ensuring that all housing contributions are collected and all service users receive receipts and that all details are logged on the computer. Be responsible for the recovery of arrears.
14. To carry out routine inspections of service users rooms and to check room inventory/furniture on a regular basis recording any defaults in the inventory and any damage.
15. To be responsible for dealing with staffing issues that occur on a daily basis and support the staff
16. To be responsible for all staff holidays, lieu time and sickness by reporting to the CEO
17. Facilitate team meetings with residential staff. Attend weekly managers' meetings.
18. Be responsible for arranging any repairs that are required
19. To carry out any ad hoc duties required by the CEO.

Knowledge and Skills Required : ***Essential*** denotes a requirement at the outset of employment, ***Desirable*** denotes skills/knowledge can be developed whilst job holder is in role)

Subject	Item	Essential	Desirable
Communication skills	Developing productive relationships with clients and communicate issues to staff within the community. Be able to communicate at all levels.	Y	
Ability to work on own initiative	Able to work with minimal supervision and make use of agreed supervision time.	Y	
Administrative skills	Excellent administration skills and be computer literate		Y
Anti-discriminatory practice skills	Operate in a non-judgemental manner and knowledge of relevant legislation in all activities.	Y	
Leadership Skills	Proven ability to lead a team and show strong leadership skills that instil confidence in the team.	Y	
Self-Development	Be responsible for own development	Y	

Developing Policies	Have the ability to develop company policies		Y
Management Skills	Ability to manage staff and to have a proven track record of managing a Residential Team/Unit	Y	
Decision making skills	Track record of decision making skills and be able to recognise when to refer	Y	
Challenging Behaviour	Have a proven track record of being able to recognise and manage challenging behaviour in adults	Y	
Substance Misuse	Knowledge of the issues related to alcohol and drug misuse.	Y	

Qualifications Required

Qualification	Level
Good basic level of education.	5 GCSE's or equivalent
NVQ Level 4 (Health & Social Care or Registered Managers)	

Experience Required

Type of Experience	Number of Years
Minimum duration within similar type role or relevant experience within similar environment.	1 year

Other Requirements

Requirement
37.5 hours per week, normally worked over 4 nights/1 day shift in a 7 day period. Some variation will be applied to ensure that you are able to monitor all staff. (Shifts are 7.5hrs)
To comply with the organisations' Policies and Procedures (including Confidentiality).
This post is subject to a DBS (formerly CRB) Disclosure at an Enhanced level.
To perform other duties appropriate to the post as may be requested and agreed with the Line Manager.

Specific standards (DANOS related where appropriate) for this role include:

AA6	Promote choice, well being and the protection of all individuals
AA2	Relate to, and interact with individuals
AA3	Support individuals to access and use services and facilities
AA4	Promote the equality, diversity, rights and responsibilities of individuals
AB1	Support individuals who are distressed
AB2	Support individuals who are substance users
AB3	Contribute to the prevention and management of abusive and aggressive behaviour
AB4	Contribute to the protection of individuals from harm and abuse
AB5	Assess and act upon immediate risk of danger to substance users
AB8	Contribute to assessing and act upon risk of danger, harm and abuse
AC1	Reflect on and develop your practice
AC2	Make use of supervision
AC3	Contribute to the development of the knowledge and practice of others
AD1	Raise awareness about substances, their use and effects
AD4	Develop and disseminate information and advice about substance use, health and social well-being
AG1	Develop, implement and review care plans for individuals
AG3	Assist in the transfer of individuals between agencies and services
AH4	Support individuals to undertake and monitor their own health care
AI2	Help individuals address their substance use through an action plan
AI1	Counsel individuals about their substance use using recognised theoretical models
AI3	Counsel groups of individuals about their substance use using recognised theoretical models
AJ1	Help individuals address their offending behaviour
AJ2	Enable individuals to change their offending behaviour
AK1	Assist individuals to explore future employment, training and education opportunities
AK2	Assist individuals to plan for future employment, training and education
AK3	Enable individuals to access housing and accommodation
AK4	Enable individuals to administer their financial affairs
AJ2	Enable individuals to change their offending behaviour
BA3	Contribute to the development of organisational policy and practice
BB1	Promote your organisation and its services to stakeholders
BD3	Support the health and safety of yourself and individuals
BE2	Receive, analyse, process, use and store information
BE4	Supply information for management control
BI5	Promote effective communication for and about individuals
BI1	Develop productive working relationships
BI6	Develop and sustain effective working relationships with staff in other agencies
BI7	Participate in inter-disciplinary team working to support individuals