

## Night Deputy Care Manager Person Specification

**Job Title:** NIGHT DEPUTY CARE MANAGER

**Job Vacancy No:**

**Service:** Children and Adult Services

<u>Knowledge</u>	<u>Essential</u>	<u>Desirable</u>
1 Knowledge of key aspects of health and safety issues within the workplace.	✓	
2 Knowledge of autism/learning disabilities, including recent developments within the LD field.	✓	
3 Knowledge of effective management practices.	✓	
4 Knowledge of recognised positive behaviour management techniques.	✓	
5 Knowledge and understanding of National Care Standards and other relevant legislation.	✓	
6 Knowledge of good practice and legislation in recruitment and selection.		✓
 <b><u>Skills and Abilities</u></b>		
1 Ability to go wherever the people we support go and to carry out appropriate physical interventions if required to help them in line with approved techniques.	✓	
2 Ability to attend work punctually and reliably and to work flexibly, including nights, weekends, evenings and overtime where required.	✓	
3 Ability to communicate effectively with all internal and external to Hesley Group, forming and promoting positive relationships accordingly.	✓	
4 Ability to effectively motivate, influence, support and manage staff taking responsibility for associated accurate and timely recordings, in line with Hesley Group policies and procedures.	✓	
5 Ability to write accurate and legible reports in accordance with deadlines.	✓	

**Policy Document No: Per 1.1.2**

	<u>Essential</u>	<u>Desirable</u>
<b>6 Ability to actively take part in training and implement into personal working practices and those of the Team.</b>	✓	
<b>7 Ability to lead and delegate appropriately and effectively to ensure a quality care service.</b>	✓	
<b>8 Ability to contribute to the training of other staff.</b>	✓	
9 Ability to take part in the recruitment and selection of staff in accordance with Hesley Group policy.		✓

**Qualifications**

<b>1 In the absence of a qualification at NVQ/Diploma Level 4 or equivalent, a MINIMUM of Level 2 Functional Skills in English and Maths (or GCSE A*-C English and Maths/GCSE Grade 4 or higher from 2018)</b> <i>OR</i> <i>the achievement of Level 2 Functional Skills Award by the end of the six-month probationary period for which support will be provided.</i>	✓	
<b>2 NVQ Level 3 in Health and Social Care (Level 3 - Children's Services/Level 2 - Adult Services)/ Diploma in Health and Social Care (Level 3 - Children's Services/Level 2 -Adult Services)</b>	✓	
<b>3 A1 Award or equivalent (or to be achieved within two years of appointment).</b>	✓	
<b>4 ILM Level 3 Management Award or equivalent (or to be achieved within one year of appointment).</b>	✓	
5 Clean, current car driving licence (where minibus driving required).		✓

**Experience**

<b>1 Successful experience of working with children/ adults with learning disabilities within a residential setting.</b>	✓	
<b>2 Experience of successfully managing a team and its resources.</b>	✓	
3 Experience of contributing to care assessments, care plans and care reviews.		✓
4 Experience of contributing to effective service development.		✓