

KINGDOM SUPPORT & CARE

JOB DESCRIPTION

JOB TITLE:	Assistant Support and Care Manager
JOB GRADE:	£36,673 - £41, 907
ACCOUNTABLE TO:	Executive Director of KSC or such other senior member of staff who may be appointed.

OVERALL AIM OF THE JOB

To provide management, leadership and operational support to Coordinators and staff across a number of geographic locations and to assist the registered support and care managers to implement new business, maintain service delivery and ensure quality standards in services are met and evidenced. The post holder will be part of the KSC management team and contribute to the overall aims and objectives of the organisation.

MAIN TASKS THE JOB

1. To ensure the support and care requirements of each supported individual are met and provided to a quality standard, meeting SSSC requirements , National Care Standards, Care Inspectorate and Local Authority inspections and audits.
2. To provide interim management and leadership to services and staff in periods of coordinator absence, undertaking resource management, risk management, staff performance management, absence management and other day to day activities to ensure services continue to be delivered to a high standard.
3. To undertake specific service improvement/development projects as determined by the KSC Management Team to ensure service and quality standards are met and exceeded and services are developed
4. To assist support and care managers in the implementation of new business, including taking a role in transitions work, recruitment of staff, carrying out personal planning and other activities which are part of settings up services
5. To support the Executive Director of KSC with specific projects and initiatives as required
6. To support in the recruitment, induction, training, retention and development of staff in line with organisational and regulatory requirements to meet service needs.
7. To work across services to monitor and evidence quality standards and KPI's, supporting coordinators to take corrective action as required and ensuring through audit that regulatory or contractual requirements are met
8. To deputise for support and care managers as required
9. To establish and maintain professional relationships in respect of the people we support, their family/friends, colleagues and other professionals
10. To ensure the ethos, policies, procedures, codes of conduct/practice, guidelines and objectives of KSC and the Kingdom group of companies are promoted and implemented, acting as a role model for staff.

11. To develop relevant links with other voluntary and professional agencies and individuals, representing KSC and the Kingdom Group as appropriate.
12. Understand and implement policies and procedures, including Safeguarding of vulnerable adults
13. Any other duties which may be required from time to time by the Executive Director of KSC or such other senior staff member who may be appointed.
14. To promote social inclusion across all services, developing relationships with local communities, agencies and groups for the benefit of the people we support and the organisation.

OTHER FEATURES OF THE JOB

The hours of work are 36 hours per week to be worked in accordance with the needs of the Support and Care Service.

The post is designated as business car user and the post holder is required to have a driving licence and the use of a car for business purposes. The post holder will be required to participate in the management on-call service and may be required to cover for other services, therefore, to meet the needs of the individual services, some evening/weekend, shift working, sleep in and waking night duties may be required.

It is likely that the duties listed may need to be varied to suit the changing requirements of the Support and Care Service.

KSC gives every encouragement to members of staff to undertake training for approved courses including financial assistance where appropriate, and the Support and Care Service is committed to SVQ training at an appropriate level for all staff.

JOB LOCATION

The post holder will work across a number of services; therefore, the job location will vary between services/offices in accordance with the needs of the Support and Care Services.

The administrative base will be James Bank Centre, James Street, Dunfermline, however, you will be required to work and operate at any of KSC's Services or the Kingdom Group's offices to meet the flexibility requirements of the Service. KSC reserves the right to either temporarily or permanently move an employee to another location.

