

Transform Residential Limited

Job Description

Position:	Shared Lives Coordinator / Residential Manager
Post Reference No:	TRL00003
Grade:	9 :10
Responsible to:	Head of Residential
Location:	Nailsworth, Stourbridge and Sheffield

Job Purpose

The Shared Lives Coordinator / Residential Manager will be a member of the Shared Lives Team and Residential Team and work in a flexible and collaborative manner with the Head of Residential. Each Shared Lives Coordinator / Residential Manager will be responsible for overseeing and supervising an allocated group of Shared Lives Providers. They will also ensure that Shared Lives Providers are appropriately trained and supported. As a team and individually, a Shared Lives Coordinator / Residential Manager will be expected to ensure the effective operation of the residential provision. They will work directly with the Shared Lives Scheme Manager and Providers to ensure the delivery of an appropriate extended curriculum programme to the service user within their residential provision.

The Shared Lives Coordinator / Residential Manager will support the establishment of a high quality provision and service delivery in the Shared Lives Scheme and Residential Team Houses.

The post holder will be able to contribute to the core purpose in improving the education and lives of the young people.

The post holder will be expected to travel on a regular basis between different sites, and to and from other places as Transform Residential Limited may reasonably require.

Contribution

The post holder will be expected to contribute as required and uphold underpinning values and the philosophy of the customer at all times.

Main Duties

1. To ensure the delivery of high quality Shared Lives and Residential Provision for service users including the customers of the Shared Lives Scheme.
2. To provide support and guidance for each member of the Shared Lives Providers within an allocated group of the Shared Lives Team, individually or in small groups as appropriate.
3. To carry out assessments of new Shared Lives Provider applications and submit completed applications to the Shared Lives panel.

4. Support and guide the households and team houses with regular visits to monitor the effective delivery of the customer's quality requirements.
5. To work with the Shared Lives Scheme Manager in matching Shared Lives Providers with individuals wanting support through placements.
6. To establish and support the operation of Team working households.
7. To provide supervision and support to Residential staff.
8. To be Duty Manager on a rota system.
9. To support the recruitment and assessment of Shared Lives Providers with advice and support from the Department of Human Resources.
10. As required, To conduct regular visits to households to monitor and record the following in reference to the national minimum standards and CQC requirements eg:
 - health and safety issues, including food hygiene, fire precautions, electrical installations and the storage of hazardous substances;
 - availability and storage of appropriate records relating to the service user;
 - storage and recording of any medication required by the service user in the household;
11. Provide effective information, support and guidance for customers and the Shared Lives Providers.
12. Promote a healthy and safe working environment for self and the Shared Lives Team to include respecting each other, challenge prejudices and discrimination.
13. To carry out observations and assessments for all Shared Lives Providers on a regular basis and provide open and honest feedback.
14. Establish and maintain positive working relationships with all service users, their family and friends.
15. To oversee with the Shared Lives Scheme Manager the continuing professional development of the Shared Lives Team.
16. To participate in team meetings and mandatory trainings required of the customers.
17. To design and deliver presentations to appropriate parties.
18. To provide guidance and support to the residential services staff and overall provision.
19. To deliver training both formal and informal as required by the Head of Residential.
20. At all times to ensure the highest standards of safeguarding and to ensure all concerns are raised in line with best practice and policy.

General

1. To be responsible for the care of your working area and development for your working area.
2. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
3. To attend meetings and supervision as required.
4. To actively support and promote equality and diversity throughout.
5. To comply with all the customers policies and procedures.
6. To pursue personal work development and take full advantage of training provided.
7. To undertake work related professional development as required by the post.
8. To attend mandatory trainings provided by the customer as required.
9. To act in a positive and supportive manner at all times projecting a positive image of the customer and their associated organisations.
10. To carry out the above duties in accordance with the customers Health and Safety Policy.
11. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

Staff Supervision

The post has direct supervisory and line management responsibility for Residential House Managers and Residential Support Workers as appropriate.

The post holder will provide guidance and support to Shared Lives Providers.

Liaison

To liaise with all staff employed within Transform Residential Limited, customers, service users, professional bodies, external consultants, and any outside bodies as and when required.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

Person Specification / Training and Development Requirements

Position: Shared Lives Co-ordinator & Residential Manager

The following are the criteria that will be used for Short listing:

- Qualification in Health and Social Care (or equivalent) at level 4 or above
- Significant operational experience in a care environment working with all levels of staff and management
- Experience of working within a complex organisation
- Ideally you will have knowledge of Rudolf Steiner Holistic Education with particular reference to the works and insights of John Ruskin and William Morris, however a willingness to undertake this will be considered
- Adaptable and shows initiative
- High level of personal resilience
- High level of emotional and social intelligence

Once appointed, the post-holder must complete the following trainings and qualifications within the timescales set

Name	Timescales for completion	Length of programme
Practical Skills Therapeutic Education (Level 4 training)	To be individually agreed with the post holder	2 years
Transformative Leadership and Management (Level 5 training)		1 year
Safeguarding - Internal Policies and Procedures	Within 2 months of commencing role or at the first training opportunity whichever is sooner	2 hours
Local Safeguarding Children's Board foundation and advanced training	At the first training opportunity	Variable depending on safeguarding board
Local Safeguarding Adults Board foundation and advanced training	At the first training opportunity	Variable depending on safeguarding board
Equality and Diversity	Within 2 months of commencing role	2 hours
Safer Recruitment in Education	Within 3 months of commencing role	On-line training
MAPA Training (De-escalation and Restraint Training)	At the first training opportunity	2 days
Other trainings which have been identified for residential staff	At the first training opportunity	Variable (online, classroom based and self-directed)

In addition the candidate will be encouraged to consider undertaking the Trust's MSc in Practical Skills Therapeutic Education

MSc in Practical Skills Therapeutic Education	18 month programme
---	--------------------