

JOB DESCRIPTION

POST TITLE: **Manager Leaving Care Project**

REPORTS TO: **Calcot Services for Children - Director**

SUPERVISES: **Deputy Team Manager and Project Support Workers**

PRIMARY JOB FUNCTION

- 1) To manage efficiently and effectively, outstanding leaving care independence and semi independence homes for young people.
- 2) To be responsible for the day to day operational management of the service. Ensuring outcomes reflect “care matters”, related government legislation and CSFC (Calcot Services for Children) policy objectives.
- 3) To implement the service model, vision and specification in practice within the service across the relevant Children’s looked after and leaving care service agencies.
- 4) To provide a welcoming, accessible and safe environment for young people.
- 5) To develop and maintain a joint approach to assessment and planning with Local Authority Children Looked After teams, Fostering Service, Disabled Children’s Team, and wider specialist services.
- 6) To oversee the transfer of young people from Children Looked After services and Children’s Asylum Teams into the CSFC Supported Living accommodation in accordance with agreed protocols.
- 7) To implement effective working protocols that demonstrate a collaborative approach to strategic planning and service delivery both internally (corporate parenting) and with other agencies, local services and voluntary organisations.
- 8) To implement clear policies and procedures for safeguarding and supporting the welfare of young people who live in our communities.
- 9) To oversee the maintenance of a clear pathway and care plan for each young person and access to universal targeted and specialist services for the young people responsible to us.
- 10) To promote user participation and consultation in the delivery and evaluation of our service.
- 11) To provide leadership and management advice to all workers within our team.
- 12) To implement, monitor and review the service strategy and key policies.
- 13) To develop resource options and access specialist advice for young people who reside in our communities.

DUTIES AND RESPONSIBILITIES

- To take responsibility for ensuring that the service complies with the legislative framework governing the delivery of services to looked after children young people and those leaving care.
- To ensure that all staff take an active role in meeting the key performance indicators for the service.
- To ensure that the “team around the young person” approach is embedded in service delivery.
- To disseminate leaving care operational policies and procedures and information across the key service areas.
- To consult and plan across the relevant agencies for young people leaving care with complex or enduring needs.
- To implement actions set out for the development of the service.
- To develop and implement a clear safeguarding plan for the service.
- To provide direct line management and supervision to the deputy team manager and specialist workers.
- To provide additional line management to Leaving Care Support Workers and other team members in the absence of the Deputy Team Manager.
- To develop an efficient system for allocation and care and property management in line with agreed policies.
- To promote the use of evidence based practice and the implementation of key research findings in practice.
- To implement an effective model for participation in the care plan, able to support young people through their placement with us and the leaving care process, in partnership with existing children’s advocacy services.
- To support the Directors of CSFC in raising awareness and levels of understanding about the needs of young people leaving care, across the corporate parenting and wider agency network.
- To work in partnership with the corporate parenting network, local services, property landlords and voluntary organisations to develop ways of improving access to a range of services for young people leaving care, with targeted and universal provisions in the community, working with local employers and educational and training providers.
- To promote the engagement of young people with the key agencies and services responsible for meeting their needs.

Additional duties and responsibilities (generic to all management posts with CSFC)

- To achieve service outcomes and outputs, and personal appraisal targets as agreed by the line manager.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- The post holder is expected to be committed to the CSFC's core values of service, quality, equality and empowerment and to demonstrate this commitment in the way they carry out their duties.
- Ensure that duties are undertaken with due regard and compliance to confidentiality and the data protection legislation.
- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- Ensure all the services within the area(s) of responsibility are provided in accordance with CSFC's commitment to outstanding provision to users.
- Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- Carry out duties and responsibilities in accordance with the CSFC's Health and Safety Policy and relevant Health and Safety legislation.

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet the following criteria.

Calcot Services for Children

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REQUIREMENTS
EDUCATION and EXPERIENCE
A suitably recognised social work qualification (e.g. CQSW, DipSW)
A relevant management qualification (e.g. NVQ, CMS, DMS).
Considerable experience of statutory childcare social work including at management level and in working with young people.
KNOWLEDGE, SKILLS and ABILITY
Considerable and direct experience of delivering services to looked after young people and young people leaving care.
Knowledge and understanding of strategic planning for Children Looked After from their inception into care and in the through care process and the ability to demonstrate this in practice if required.
A thorough working knowledge of the legislation relating to looked after children and young people and young people leaving care.
A thorough knowledge and understanding of safeguarding and applying this in practice in work with young people leaving care.
Knowledge of care planning within a multi-disciplinary service to children looked after, complying with required national and local standards to meet the outcomes and aspirations of <i>Every Child Matters</i> and <i>Care Matters</i>
Experience of transition planning for looked after children and young people with complex needs.
Experience in devising peer led and group work programmes for young people leaving care.
Experience of managing agreed budgets and maximising resources.
Experience of developing and implementing conflict resolution strategies.
Excellent leadership, management, influencing and negotiating skills.
Excellent written communication skills, including the ability to write clear policy and procedural documents.
The ability to manage any potential changes or developments to the service.
The ability to liaise effectively on an interdepartmental /interagency level.
The ability to deliver consultation and advice on leaving care.
Able to work with complex ideas and data and to communicate them to a variety of

Audiences.

COMMITMENT TO EQUAL OPPORTUNITIES

Ability to adhere to the CSFC Dignity for All policy.

SPECIAL REQUIREMENTS

This post requires an enhanced level of Criminal Records Bureau (CRB) Disclosure.

TO APPLY PLEASE COMPLETE THE APPLICATION PACK WHICH CAN BE FOUND ONLINE AND RETURN TO THE ADDRESS AT THE BOTTOM.