

Role: South Gloucestershire Short Breaks Manager – CQC Registered Manager

Salary: Band 3 – £34,284 - £39,836

Reports to: Head of Children and Youth Services

Direct reports: Holiday Short Breaks Sessional Workers

Hours: 37.5

Department Structure:



Job Purpose:

- Be responsible for the set up and day to day running of the South Gloucestershire Short Break provision, ensuring the short break is safe, supported, accessible and appropriate for the Disabled Children and Young People allocated.
- Oversee the CQC (Care Quality Commission) registration for the WECIL South Gloucestershire Short Breaks services and be responsible as the CQC registered manager.

Key tasks or duties:

Supervision:

- To work with the staff to create a suitable schedule of delivery that is fair and appropriate for all CYP receiving a short break, including working in partnership with local authority services.
- To be responsible for the direct line management of the South Glos Short Breaks Coordinator
- To be responsible for all sessional staff working within the provision, ensuring everyone is following appropriate guidance whilst also providing a stimulating and engaging service for the CYP attending, providing effective supervision, observation, and training for all sessional staff.
- To be the registered CQC Manager for the Short Breaks service.
- To oversee any social work placement students who undertake a placement within the Children and Youth Services department.

Accountability:

- Implement and develop in partnership with other CYP managers the health and safety, safeguarding and general code of practice guidance for the service and ensuring this is implemented by staff during short breaks.
- Ensure strict safeguarding measures are put in place and the WECIL policy is always adhered to.
- To oversee the medication administration processes to ensure that staff administer any medication to the children at the appropriate times and in line with appropriate policy and process.
- To ensure high standards of child centred care and supervision at all times
- To ensure effective delivery of the South Gloucestershire Short Breaks service ensuring we are providing a quality service that is performing against targets.

- To be accountable to CQC for all registration requirements and reporting for the registered service.

Independence of Action:

- To ensure that sessional workers provide personal care to CYP as and when may be appropriate in line with process, policy and CQC standards.
- To work with the Head of Children and Youth Services to find effective solutions to barriers that are faced with regards to the provision.
- To provide effective data analysis and reporting to the funder which is accurate, of high quality and submitted on time.
- To be responsible for all CQC visits and inspections and provide effective guidance and support to the Head of Children and Youth services around any system changes to ensure the service is running at the highest quality.
- To be the first point of call for all safeguarding concerns relating to the South Gloucestershire short breaks service.

Complexity:

- To manage the overall provision of the service, including CYP with complex needs, ensuring the provision of a high quality, safe, appropriate, and accessible service.
- To be the registered placement assessor for any social work placement students within the Children and Youth Services department.
- To maintain effective records of hours provided by the service and use this to create reporting in line with contractual and CQC requirements.
- Any other duties as deemed appropriate by the Head of Children and Youth Services

Relationships:

- To develop long-lasting relationships with families and children and young people who are accessing the service
- To be the first point of call for enquires into the South Gloucestershire Short Breaks service.
- To develop effective professional relationships with key stakeholders within the local authority (Disabled Children's Service, Commissioning, South Glos Parent/Carers etc.)
- To develop and maintain a strong working relationship with CQC.

Environmental Responsibilities:

Contribute to WECIL's Commitment to tackling the climate emergency and improving the environment

Dimensions:

- Responsible for producing financial reports for funders.
- Responsible for the implementation of the costs reimbursed to sessional workers when completing a short break.
- Responsible for interacting with children, young people, and their families to manage expectation and support any necessary intervention for the family

General Responsibilities

- Work within WECIL's Safeguarding and Data Security Policies.
- Uphold WECIL's Equal Opportunities Policies and ensure effective implementation in all relevant aspects of service delivery and staffing.

- Act at all times within WECIL’s Rules, Policies, Procedures, Standing Orders and Financial Regulations and any other statutory requirements
- Observe WECIL’s Code of Conduct at all times and advise any suspected breaches to the Line Manager.
- To work to the WECIL Charter and support other staff members to do so.
- To undertake training as required.
- To attend staff and team meetings as required.
- Observe health and safety procedures in the workplace to ensure personal safety and to safeguard the interests and safety of colleagues, customers, and visitors.
- Undertake other duties and responsibilities as appropriate since all staff are expected to work flexibly within their skill level to respond to changing priorities and make sure that customer needs and business objectives are met.

Signed:
 Post Holder

Date:.....

Signed:
 Line Manager

Date: