



Registered Charity No. 1100772

## **Registered Support at Home Manager Adult Services**

**Hours:** 37.5 (including some evenings and weekends)

**Salary:** £30,000 - £40,000 (depending on experience)

**Pension:** 4% Employer contribution

**Annual Leave:** 25 days + Bank holidays, rising to 28 within 3 years

**Location:** Based in Bedfordshire, but travel throughout the east will be required

**Reporting to:** Adult Services Director

**Closing Date:** Friday 30<sup>th</sup> September 2022

**Interviews:** Wednesday 12<sup>th</sup> October 2022

**Are you looking for a new opportunity where you can really make a difference?**

**If so, a new exciting and challenging opportunity has arisen at the centre of our brand-new support at home service.**

In 2023 we will be opening our brand-new support at home service; the successful candidate will be recruiting, training, and implementing this new structure and service with the support of our Adult Service Director. Together with a small bespoke team, you will manage our support at home service, this post will be based central office/properties in Bedford alongside over seeing support workers who are delivering services in people's homes.

### **Who are we?**

Autism Bedfordshire is an independent charity, dedicated to improving the lives of autistic people and their families by providing impactful services across the county and beyond. For 30 years Autism Bedfordshire's services have been breaking down the barriers to social participation for autistic people and their families by providing places where they can go and feel comfortable, accepted and not judged by society. With the encouragement and support of specialist trained staff we help autistic people build their confidence, self-esteem, and social skills through taking part in social activities and mixing with other people. Furthermore, we help them to develop practical skills and independence which will improve their prospects in life and help them be part of the community. Our aspirations are for them to have the same opportunities as people who are not on the spectrum, so that they can enjoy fulfilled and rewarding lives.

**We are seeking someone who is qualified by experience, with proven leadership capability, a friendly and outgoing personality, and great interpersonal skills.**

- You should have extensive experience of leading others in social care in a homecare service
- You should have experience of supporting staff out in the community and making sure that autistic adults across Bedfordshire receive the best support and are empowered to live a life of independence and choice

- You should be skilled at providing direct supervision, coaching, and mentoring to support staff and have the ability to identify staff training needs
- You should be able to establish and maintain effective communication with families and relevant others
- You should have a robust knowledge in all safeguarding matters and be confident to escalate to the Local Authority safeguarding team in a timely, giving clear and concise information and ensuring any follow up actions are implemented where appropriate.
- Ensure that autistic people are supported in a respectful manner where their choices are valued and supported.
- Ensure that the day-to-day physical and emotional health of those living within the residential service is met within a caring and safe environment.
- Ensure that there are good communication channels of information between all those within the service, other Autism Bedfordshire services and other relevant service providers.
- Ensure relevant parties are regularly updated through regular, planned reviews and reports
- Working with individuals who can display challenging behaviours hurting self or others, running away, throwing things, swearing, shouting.
- A good level of productivity and solution-focused thinking is also essential.
- Undertake such other duties as are required.

**Sounds like you? Then you would be a highly valuable member of the Autism Bedfordshire family.**

### Person Specification

People	Essential	Desirable
To empower autistic people to live as independently as possible with the appropriate levels of support.	X	
Ensure that autistic people are supported in a respectful manner where their choices are valued and supported.	X	
Conduct person centered reviews at appropriate intervals, involving the person and their circles of support	X	
To carry out needs assessments for each individual at the point of referral.	X	
Ability to manage and deliver successful transitions for individuals new to Autism Bedfordshire's support.	X	
Establish and maintain quality assurance systems that enable those we support to make judgements about the quality of their environment, support and other relevant issues.	X	
Ensure that the day-to-day physical and emotional health of those living within the residential service is met within a caring and safe environment.	X	
<b>Communication With families / advocates/ professionals</b>		
To develop and maintain effective communication systems internally and externally between families, advocates, professionals, individuals and across our support functions.	X	
To seek feedback from families, advocates and professionals to continuously improve the standards of the home and the support offered to the people that live at the home.		

Ensure that there are good communication channels of information between all those within the service, other Autism Bedfordshire services and other relevant service providers.	X	
<b>Staff Management</b>		
Ensure that the service within your area of responsibility is fully compliant and actively develop strategies to exceed expectations with regards to CQC inspections and outcomes.	X	
Provide specific management, support, advice and motivation to staff teams to ensure a person centered approach that encourages independence and enables people to achieve their goals is adopted.	X	
To ensure that the service is effectively covered by an appropriate number and caliber of staff to reflect the persons needs and preferred lifestyles.	X	
To ensure team knowledge, understanding and implementation of Autism Bedfordshire's policies, procedures and legislation.	X	
Take a lead role in the recruitment, induction and development of the staff team at the home, in accordance with Autism Bedfordshire's policy and procedures.	X	
To maintain a safe and healthy environment for staff and people at all times. To include the use of Risk Management strategies.	X	
To ensure Autism Bedfordshire fulfils all of its legal and statutory responsibilities and liaise with the Director of Adult Services on concerns and problems as they occur.	X	
To ensure that all records and reports are completed and maintained to the required standard inline with regulatory requirements.	X	
To take an active role in the recruitment of support staff for the home; alongside the HR department.	X	
To participate in a 24 hour on call system on a rota basis, covering a range of services in a specified area.	X	
To work flexibly to meet the needs of the service, ensuring management cover over a seven day period.	X	
<b>Financial</b>		

To contribute to achieving and maintaining financial viability of the service by effective budget management and generating new income through new referrals and engagement in the marketing and promotion of the service to external stakeholders.	X	
To take an active role; alongside the Director of Adult Services in the future growth and development of the residential home.	X	
To ensure that effective rota management and staffing ratios are maintained in line with agreed annual budgets and contracted hours.	X	
To take an active role in management account meetings and annual budget setting for the service.	X	
To prepare, manage and monitor day to day budgets and ensure all team members follow financial systems and structures.	X	
<b>Experience</b>		
Supported living 7 years	X	
Registered Manager 5 years	X	
<b>Qualifications</b>		
Level 5 Diploma in Health and Social Care Leadership	X	
<b>Safeguarding</b>		
DBS required (Autism Bedfordshire will provide this)	X	
To ensure all safeguarding matters and concerns are escalated to the Local Authority safeguarding team in a timely manner, giving clear and concise information and ensuring any follow up actions are implemented where appropriate.	X	
To work in line with the Mental Capacity Act ensuring that the least restrictive practice is implemented within all support services.	X	

We welcome applicants from all backgrounds and are keen to hear from you if you feel you have the right qualities to build and lead a new team. Sharna Raine (Adult Services Manager) on 01234 350704 or email: [sharna.raine@autismbeds.org](mailto:sharna.raine@autismbeds.org)

To apply, please download an application form by visiting our website:  
<https://www.autismbedfordshire.net/volunteer>

### **Equal opportunities and diversity**

Autism Bedfordshire is an equal opportunities employer. The aims of the equal opportunities policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, gender, sexual orientation, marital status, age, religion or any disability nor disadvantaged by conditions or requirements which cannot be shown to be justifiable.