



# TERRAGLEN

## Residential Care Services

**Position:** Deputy Social Care Manager

**Reporting to:** Social Care Manager

*The following description is intended to give a broad outline of the post only; it is neither inclusive nor definitive. Duties may be altered or amended to suit the changing needs of our Young People.*

*It is TerraGlen's policy to review job descriptions on an on-going basis.*

**Overview:** The Deputy SCM will share a commitment to the philosophy and objectives of the establishment jointly with the Manager. The Deputy SCM will maintain professional standards in the social care centre and facilitate the operation of its day to day functions.

### **Tasks and Responsibilities**

- Supervisory responsibility: Responsibility for supervising social care staff
- Assist the Manager in implementing all departmental policies and procedures and in carrying out tasks related to budgets, Health and Safety, staff supervision, training and appraisal, and recruitment of care staff.
- Deputise for the Manager in all operational aspects concerning the running of the establishment.
- Assist the Manager to ensure that the service provided is of highest possible quality within available resources. Assist with the evaluation and monitoring of the service.
- Ensure that all young people and social care professionals are enabled and encouraged to participate in all decisions affecting their lives. Responsible for the design of services to meet their needs of young people within the centre. Report any shortfalls to the Manager.

- Assess the preparation and presentation of reports and assessments.
- Assess and supervise the assessment of young persons' need, and ensure that an appropriate level of care is provided through sensitive care practices, designed to preserve individuality and maximise independence.
- Delegate key worker duties to social care professionals, and take up key working duties themselves also.
- Liaise with other agencies in a professional and positive manner.
- Ensure that the social, occupational, recreational, medical, dietary and religious needs of clients are met whether of an indigenous or ethnic origin.
- Work on a rota basis, respond to emergency calls when required (on-call rota). Act as chair-person at staff or other meetings when required.
- Be responsible for own personal training and development plan, and to promote self-development amongst staff (take part in and provide supervision)
- Undertake other duties appertaining to the post as required by the Manager.
- Maintain an awareness of the Health and Safety requirements.
- Work individually and within the team to provide the necessary back up for all staff, to a standard commensurate with aims and objectives of the centre.
- Observe and maintain high levels of communication within the teams of staff, individual colleagues and residents.
- Maintain client and business confidentiality at all times.
- To carry out any additional duties as requested.
- To undertake any additional training and development programmes management may consider appropriate to enhance your contribution to the work at this centre.
- To review on a regular basis the job description for your post and to agree any changes.
- To be up to date on, and follow, the relevant procedures contained in the centre's policies and procedures file as they affect your job and its responsibilities.
- Be accountable to the Manager for all areas of your duties and responsibilities.

## **Person Specification**

Deputy Managers must have:

- A social care qualification or a qualification in a related and relevant field (*as listed below*);
- A degree in Psychology, Child and Adolescent Psychotherapy, Youth and Community Work, Social Work, Social Sciences, Teaching or Nursing;
- 3 years' experience of working at social care grade with children;
- A thorough knowledge of the principles and practice of social care,
- An understanding of basic management principles;
- A full Driving License.

### **How to apply**

Email TerraGlen at the address below – tell us in your cover letter why you're interested in working with us and attach a copy of your CV.

We look forward to hearing from you.

**recruitment@terraglen.ie**