

THE PRESBYTERIAN CHURCH IN IRELAND

PERSONNEL SPECIFICATION

Council: Council of Social Witness – Disability Services

Job Title: Deputy Home Manager

Location: Aaron House

Salary Grade: £24,598 to £26,564 per annum

Responsible to: The Home Manager

CRITERIA

1. Qualifications and Knowledge

Essential

- A minimum of NVQ/QCF Level 3 in Care (or equivalent qualification)
- Knowledge and understanding of the current legal responsibilities of the post and standards for the service, including the need for management and delivery of person-centred services
- Knowledge of current health and social services available for those with additional needs
- Computer skills for word processing and emailing
- The ability to plan, develop and implement programmes of care

Desirable

- A recognised professional qualification e.g. RNMH, RGN, RSCN, RMN, Social Work, Occupational Therapy or Physiotherapy (or awaiting registration), **OR** NVQ Level 5 in Health and Social Care or Management (or an equivalent qualification)
- Experience of using Microsoft office

2. Relevant Experience

Essential

- A minimum of 3 year's recent experience working in a residential setting
- Experience of ordering, receiving and administering medication
- Experience of liaising with RQIA
- Experience in the care of people with a learning disability
- Experience of supervising staff

Desirable

- A minimum of 1 years' experience of supervising staff

- Previous experience of managing challenging behaviour
- Experience of administration, in particular preparing staff rotas and time sheets
- Experience of managing budgets
- Experience of Quality Assurance Monitoring
- Experience of staff recruitment and selection
- Experience of operating formal staff supervision and appraisal procedures

3. Personal Attributes

Essential

- Good interpersonal skills in relation to residents, family members, staff and external professional and other contacts
- Caring and committed in approach
- Good written communication skills
- Good motivator
- Good team worker and leader
- Ability to take initiatives in proposals for developing all aspects of the work
- Well organised
- Adaptable and flexible in approach

4. Physical Requirements

Essential

- Health – such as to allow for attendance reliability and work proficiency (reasonable adjustments will be made for those with a disability)
- Appearance – must be acceptable within the working environment

5. Special Circumstances

Essential

- Must be willing to work within the Christian ethos of PCI.
- Must be available for flexible working, including on call at night, weekends and sleep in, as required
- Willingness to maintain registration with the appropriate professional regulatory body eg., NISCC or NMC
- Must be willing to adhere to NISCC Codes of Practice or N.M.C.
- Satisfactory Access NI check

Desirable

- Access to a car for work purposes
- Evidence of a personal Christian faith in practice and expression, normally with active membership of a Christian congregation.