**Job Profile**

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| Job Title: | Assistant Community Support Manager | Location/Service: | Supported Living |
| Department: | Care | Reports To: | Sammy Skillbeck |
| Responsible For: | Support Workers | Budgetary Responsibility: | N/A |
| Level of DBS Check Required: | Enhanced DBS | Expected Regulatory Responsibility: | N/A |
| Does the role require travel to multiple sites? | Click or tap here to enter text. |
| Purpose: | | | |
| A brief overview of the main purpose of the role.  The main purpose of the role is to support a dedicated team of support workers to deliver an outstanding level of support to each person supported within the group. You will also be responsible both formally and informally supervise each support worker through supervision and appraisals and mentoring through role modelling, off the job training. You are also responsible for the ordering and booking of medication and the safe administration of medication.  Along with this role you will be supporting the Community Support Manager and Registered Manager to plan and complete all Care Plans, complete MCA as and when are needed. Assist with the transition of new people into the service, with the assessment process through to the full transition.  Chair regular team meeting and training as necessary for the support staff, ensuring all training is up to date. | | | |
| **Key Role Responsibilities/Accountabilities:** | | | |
| * Supporting Community Support Manager and Registered Manager * Supporting a team of support staff * Supporting the people we support to enrich their lives * Safe administration of medication * Ordering of Medication * Attending meetings and clinics for the people we support * Probations, Supervisions and Appraisels for support team * Chairing team meetings * Ensuring all Care plans are up to date * Ensuring all Protocols are up to date * MCA are updated * Ensuring all policies and procedures are followed * Mentor new support staff into their roles * Supporting of transitions * Additional training if required for the support staff   N.B. The post holder may be expected to undertake additional responsibilities that are reasonably required, appropriate to grade and capability. This job description will be regularly reviewed, involving the post holder, to ensure that it continues to reflect service priorities and developments. | | | |
| Legal and Statutory Responsibilities for all Colleagues: | | | |
| Safeguarding: All colleagues have a duty to maintain a basic level of understanding of safeguarding, signs of  neglect or abuse and how to raise a safeguarding concern as outlined in the organisations Safeguarding and  Whistleblowing policies.  Health & Safety: All colleagues have a duty to take reasonable care for the health and safety of themselves and others. This includes contributing to a safe and secure environment for the people who use our services.  Training Compliance: All colleagues are responsible for maintaining compliance with all mandatory training required for the specific job role they undertake or service they work in, any required qualifications and maintaining any required professional registrations to ensure professional skills and knowledge remain up to date.  Information Governance: All colleagues have a duty to main the confidentiality and integrity of any sensitive or personal data that they access or use within their role.  Diversity and Inclusion: All colleagues are expected to contribute to the development of an inclusive workplace and treat others with dignity and respect at all times.  Line Management: Roles with line management responsibility are expected to ensure all direct reports, and teams they oversee, receive the appropriate levels of supervision and have an annual performance review and contribute to a culture of continuous improvement and development. | | | |
| Person Specification: | | | |
| * List bullet – Essential and Desirable separately | | | |
| Our Values and Key Attributes: | | | |
| All colleagues are expected to operate in line with our Values and Behaviour Framework at all times. The framework outlines our core values and the behaviours that we consider to uphold each of our values, as well as universal attributes we consider to underpin everything we do.  Our Values  A black and orange text  Description automatically generated  We put the people we support, families and colleagues at the centre of all we do.  A black background with blue text  Description automatically generated  We recognise that quality comes from our commitment to best practice, improvement and learning; not just compliance.  A blue circle with a white house in the middle  Description automatically generated  A pink and black sign with text  Description automatically generatedWe are passionate about improving lives and work together to enable the people we support to achieve their aspirations.  We embrace a culture of trust and safety so that each of us can perform to our best and thrive.  Universal Attributes  A close-up of a logo  Description automatically generated  Communication is a two-way street; as well as honesty, we actively listen so we can  understand the needs and views of others.  A close-up of a logo  Description automatically generated  Good collaboration between individuals strengthens the team as a whole, enabling  us to share ideas, encouraging others to adopt new skills, while learning from others  ourselves.  A close up of a sign  Description automatically generated  By taking a non-judgmental approach, we can demonstrate empathy and be seen  as approachable, while respecting the culture and opinions of our peers.  A close up of a logo  Description automatically generated  We are accountable for our own actions, and by sharing the lessons we learn in our  working lives, we do things better individually and more broadly as an organisation. | | | |

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| **Last Updated By:** | Click or tap here to enter text. | **Date:** | Click or tap here to enter text. |

**Guidance for Completing the Job Profile Form**

* **Department**  
  Include the specific department (e.g., Recruitment). Where the role spans multiple services or locations, this may not be required.
* **Location/Services**  
  Add the high-level location or service (e.g., People Services). For roles covering multiple services or locations (e.g., Support Worker), add the overarching discipline (e.g., Care).
* **Reports To**  
  Specify the job title of the individual or role to whom this position will report. Ensure this aligns with organisational structure for clarity.
* **Responsible for**  
  Specify the job titles of roles this position is responsible for or N/A if the role is not a People Manager.
* **Expected Regulatory Responsibility**  
  Include any specific roles the post holder is expected to undertake, such as Registered Manager or Senior Information Risk Owner (SIRO).
* **Does the Role Require Travel to Multiple Sites?**  
  If the role involves travel, list the sites or services this position will cover. For example, mention specific locations or regions where travel is expected.
* **Legal and Statutory Responsibilities for All Colleagues**  
  This section appears on all job profiles. If the role entails additional responsibilities beyond general statutory duties (e.g., Designated Safeguarding Lead or Information Governance Lead), outline them explicitly under the relevant sections.
* **Person Specification**  
  Provide the essential and desirable criteria for the role. This may include:
  + **Qualifications**: Any mandatory or preferred educational or professional qualifications.
  + **Skills and Experience**: Specify required skills, competencies, and professional experience.
  + **Physical Requirements**: Note any physical capabilities relevant to the role (e.g., ability to perform physical interventions in line with Positive Behaviour Support protocols).