

Assistant Community Support Manager Person Specification

Job Title: ASSISTANT COMMUNITY SUPPORT MANAGER

Service: Supported Living Services

	<u>Essential</u>	<u>Desirable</u>
<u>Knowledge</u>		
1 Knowledge of adult learning disabilities and/or special needs including recent developments	✓	
2 Detailed knowledge of relevant Care Standards	✓	
3 Knowledge of the Mental Capacity Act and the relevance of a person centred approach in Adult care service provisions	✓	
4 Knowledge of care assessment and planning processes	✓	
5 Knowledge of effective direct management practice including the principles of formal performance assessment processes	✓	
6 Knowledge of recognised positive approaches to working with behaviours that challenge associated with learning disabilities	✓	
7 Knowledge of safeguarding procedures to include management responsibilities for ensuring equal opportunities for staff and people who use our services	✓	
<u>Skills and Abilities</u>		
1 Ability to attend work punctually and reliably, including evenings, weekends and on call	✓	
2 Ability to understand and continuously monitor and audit the implementation of care plans for people who use our services	✓	
3 Ability to recognise and meet the individual needs of people who use our services through the effective management of others	✓	
4 Ability to influence the practice of a staff team through effective line management and promotion of non aversive approaches	✓	

	<u>Essential</u>	<u>Desirable</u>
5 Ability to translate into practice the requirements of company policies and procedures and relevant care standards	✓	
6 Ability to communicate clearly to others	✓	
7 Ability to form and promote positive relationships with people with a learning disability	✓	
8 Ability to promote a culture of quality service through effective supervision and appraisal of a staff team	✓	
9 Ability to read, understand and produce written material of a professional nature	✓	
10 Ability to develop the knowledge and skills of others through constructive feedback, mentoring and coaching and actively challenging bad practice	✓	
11 Ability to pro-actively monitor and address staff attendance concerns through timely implementation of procedural reviews	✓	
12 Ability to use appropriate physical interventions and undertake physical exercise with people who use our services	✓	
13 Ability to contribute to the training of other staff	✓	
14 Ability to chair team meetings and communicate information in a clear and professional manner using the required level of confidentiality	✓	
15 Ability to manage delegated resources efficiently	✓	

Qualifications

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| 1 In the absence of a Diploma or Degree qualification at Level 4 or above, a MINIMUM of Level 2 Functional Skills in English and Maths (or GCSE A*-C English and Maths/GCSE Grade 4 or higher from 2018) | ✓ | |
| 2 Level 3 NVQ/Diploma in Adult Health and Social Care and willing to work towards level 4 within 2 years of appointment | ✓ | |
| 3 Clean, current car driving licence (where minibus driving required) | | ✓ |
| 4 Level 3 Management qualification or equivalent | | ✓ |

	<u>Essential</u>	<u>Desirable</u>
<u>Experience</u>		
1 Significant experience of care support work at a standard assessed as competent in all aspects of the job	✓	
2 Experience of working in a first line supervisory role	✓	
3 Experience of influencing the practices of others		✓
4 Experience of effective deployment of a staff team to meet the needs of people who use our services		✓
5 Significant experience of working with adults with learning disabilities		✓
6 Experience of planning and organising activities appropriate to individual needs and abilities		✓

Person Specification prepared by Recruitment Department

Date: 03/06/22