

Post Title: Deputy Officer in Charge AA315

Evaluation: 604 points

Grade: N09

Responsible To: Officer in Charge

Responsible For: N/A

Job Purpose: To assist with the planning, organisation and management of a residential establishment for young people with severe emotional, behavioural or learning difficulties, which meets the minimum requirements of National Standards for Residential Care.

Main Duties: The following list is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Assist the Officer in Charge to ensure that working practices enhance and develop services to children in accordance with the Children's Act 1989 and the Every Child Matters framework, working within the Directorate procedures.
- 2 Ensure that service users are handled sensitively and professionally in line with the Directorate's policies, procedures, working practices, guidelines, etc. Take a lead role in overseeing the residential care of emotionally disturbed or difficult service users. Ensure that the physical and emotional needs of service users are met to ensure their continued development.
- 3 Participate in the monitoring of child care practice in the Care Home and ensure that they comply with Directorate policies and practices, to enhance the outcomes of Looked After Children and ensure that the dignity of the young person is respected.
- 4 Oversee the preparation, implementation, monitoring and evaluation of development programmes for service users in consultation with fieldwork staff. Liaise with other child care professionals as necessary.
- 5 Assist with the analysis and evaluation of a service user's development including participation at reviews, staff meetings, meeting with parents, case conferences, etc.
- 6 Ensure records and reports are kept regarding children (and their families where appropriate) and that these are relevant, factual and up to date.
- 7 To assist the Officer in Charge in planning and organising the undertaken by staff at the residential child care establishment, ensuring adequate staffing levels to meet service needs.
- 8 To supervise and mentor Residential Care Officers.

- 9 Ensure that good standards of supervision and order are maintained with service users. Establish and maintain daily routines with the aim of promoting good behaviour, the general safety and welfare of service users and ensure that appropriate risk assessment and risk management strategies are in place.
- 10 Assist with the preparation of reports relating to issues concerning residential child care, attending or participating on committees, working groups as appropriate.
- 11 In accordance with the Directorate's policies and financial procedures maintain systems to deal with ordering supplies. Handle petty cash ensuring that records are maintained in accordance with Directorate procedures.
- 12 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.