

PERSON SPECIFICATION – DEPUTY HOME MANAGER

	Essential/ Desirable
<p><u>Qualifications / Training</u></p> <ul style="list-style-type: none"> • NVQ2,3 • NVQ4 • CQSW/DIPSW/CSS/RNMH or equivalent • Relevant Management Qualification 	<p>E D D E</p>
<p><u>Experience</u></p> <ul style="list-style-type: none"> • Minimum 3 years working with people with learning disabilities and associated challenging behaviours • Minimum 1 years in a senior role with responsibility for supervision of staff 	<p>E E</p>
<p><u>Knowledge</u></p> <ul style="list-style-type: none"> • Knowledge and understanding of the National Care Standards. • Current developments in learning disability services • All aspects of human development • Needs of people with a learning disability, challenging behaviour and complex needs. • Understanding of needs – led and values based approach to delivering of services. • Multi disciplinary work. • Staff supervision • Medication Administration • Knowledge of employment legislation and the process of recruiting staff. • Knowledge of Health & Safety legislation as it relates to service user care. 	<p>All Essential</p>
<p><u>Skills</u></p> <ul style="list-style-type: none"> • Staff Management • Financial control and monitoring. • Negotiation and Liaison. • Communication • Management of challenging behaviours and complex needs. • Ability to work using own initiative under direction. • Experience in managing routine administration tasks (i.e. stock, control, petty cash, ordering, client finances/benefits) • Staff rota management • Ability to work shifts, weekends, Bank holidays, sleep-ins in accordance with needs of home. • Demonstrated commitment to personal staff development and training. 	<p>All Essential</p>
<p><u>Personal Attributes</u></p> <ul style="list-style-type: none"> • Ability to lead under pressure • Clarity of thought. • Disciplined and professional approach to work. • Non-discriminatory and non-judgmental practice. 	<p>All Essential</p>
<p><u>Other</u></p> <ul style="list-style-type: none"> • Good general health. • Clean full driving licence 	<p>E D</p>