

JOB DESCRIPTION & PERSON SPECIFICATION

ROLE DETAILS

POST TITLE:	Deputy Service Manager
RESPONSIBLE TO:	Clinical Service Manager
HOURS:	37.5 hours per week
TERM OF POST:	Permanent
SALARY:	Up to £51,000

ABOUT CAUDWELL CHILDREN

At Caudwell Children it is our mission to change the world for disabled children. We are looking for likeminded passionate and dedicated professionals to join our team and be a part of the change. We've created a place that children love and employee's flourish. Through our innovative services, award-winning facilities and continued growth we are helping to shape a world where disabled children have the choice, opportunity, dignity and understanding they deserve.

Our innovative Autism Service is now looking for committed and passionate Deputy Service Manager to join our team. This is a permanent post supporting the MDT in the delivery of effective clinical services through assessment, formulation and ongoing support to children, young people and families accessing Caudwell Children services. Full-time and part-time positions can be considered.

You will work clinically as part of the MDT that includes Psychologists, Learning Disability Nurses, Occupational Therapists, Speech and Language Therapists, Paediatricians, Clinical Assistants, Assistant Psychologists and charity volunteers.

DUTIES & RESPONSIBILITIES

Main Duties:

- To deputise for the Clinical Services Manager when away from the service overseeing operational aspects and service development.
- To undertake line management responsibilities of registered nurses.
- To form part of Caudwell Children's Safeguarding team in the role of deputy Safeguarding Lead.
- Demonstrate commitment to Caudwell Children's missions, values and vision.
- To undertake the lead for First Aid across Caudwell children charity.
- To continuously review clinical systems and processes to ensure quality and compliance.

- Complete ADOS and ADI-R assessments with young people within the Autism service pathway. Leading on allocated children weekly.

Clinical

- Communicate in a skilled and sensitive manner information concerning changes to assessment, formulation and treatment plans of children and families accessing the clinical pathway.
- Adhere to all Policies and procedures.
- Provide enhanced clinical support to the family support team in relation to families and children accessing the clinical services.
- Undertake clinical work with individuals and groups providing advice, resources and strategies, as appropriate, using specialist skills and autism specific approaches where required.
- Where necessary, undertake risk assessments and risk management for children and their families and to provide advice to other professions on aspects of risk assessment and risk management.
- Lead on reviewing of referrals received.
- Provide mentorship and clinical supervision for practice education placements.
- Work collaboratively with all members of the MDT sharing information as appropriate.

Leadership

- To monitor nursing performance and facilitate 1:1 clinical supervision for registered nurses within the clinical team.
- To advocate for the nursing team at Caudwell Children.
- To coordinate student nurses allocating mentors within the team.
- To build working relationships with local universities.
- Oversee new starters induction within the team.
- To support the Clinical Service Manager in facilitating Clinical team meetings.
- To gather information within a required timescale to feed into wider charity meetings such as Clinical Governance, Quality action plans, Clinical team meetings, Leadership team meetings.
- Contribute to the development of the multi-disciplinary team.
- Completion of delegated work from Line manager.
- Investigation of complaints.
- Adhere to all Caudwell Children policies and procedures.
- Demonstrate commitment to Caudwell Children's mission, vision and values.
- On occasion and when necessary, work flexible hours to meet the needs of the business.
- Have an awareness of relevant health and safety regulations and legislation.

Quality and Compliance

- To lead on team competencies for the clinical team ensuring completion of actions.

- To conduct audits in partnership with the Clinical Service manager and have responsibility of monitoring audit due dates.
- Take the lead on training compliance for the clinical team.
- Ensure compliance with statutory and non-statutory bodies, including CQC, ISO and Health & safety executive.

Teaching, Training and Supervision:

- Receive regular clinical professional supervision relevant to your profession.
- Provide professional and clinical supervision of assistant posts where appropriate.
- Provide advice, consultation and training to staff working with the client group across a range of agencies and settings, where appropriate.
- Contribute to the development, evaluation and monitoring of the team's operational policies and services, through the deployment of professional skills in research, service evaluation and audit.

This is not an exhaustive list.

PERSON SPECIFICATION

Essential Criteria:

- Evidence of registration with the NMC in mental health, learning disability and/or child branch.
- Experience in the assessment and diagnosis of Autism.
- Self-motivated with a flexible and proactive approach.
- Experience of undertaking standardised formal assessments.
- Leadership experience within healthcare.
- Excellent problem-solving, communication, and organisational skills.
- Ability to work collaboratively with multi-disciplinary teams.
- A proactive approach to delivering high-quality patient care.
- Basic IT and keyboard skills.
- Ability to work off own initiative with limited supervision or direction.
- Excellent team working and communication skills.
- Excellent time management and organisational skills.
- Excellent interpersonal skills.
- Skills in effective report writing.

Desirable Criteria:

- Experience of working within a Neurodevelopment service.
- Experience of change management.
- Experience of Service development.
- Knowledge of a range of neurodevelopmental disorders.

DISCLOSURE & BARRING SERVICE CHECKS

The Charity is committed to safeguarding children and young people and therefore adopts a safer recruitment approach through a robust recruitment and selection process. All posts within the Charity are subject to DBS checks, in line

with the Rehabilitation of Offenders Act (1974). This role is eligible for Enhanced with barred lists DBS check.

EQUAL OPPORTUNITIES

Caudwell Children is a Disability Confident employer committed to offering an interview to all applicants who meet the minimum criteria and declare they have a disability as defined in the Equality Act 2010. We are committed to creating a diverse environment and will not discriminate for any reason against any person because of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation. We particularly encourage applications from people who identify as Black, Asian or from a Minority Ethnic background and other underrepresented groups.

