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**Feb 2004 DRAFT 1 PERSON/EMPLOYEE SPECIFICATION**


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<b>Registered Care Manager – The Willows</b>
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<b>Qualifications/ Training</b>		Essential	Desirable	Tested by
	i	CSS, CQSW, DipSW, NVQ 4	✓	A
	ii	Management qualification NVQ 4, CMS, DMS or equivalent	✓	A
	iii	Minimum of 2 years management experience in a social care setting	✓	A, R
	iv	Minimum of 2 years management experience in a residential child care setting, must have experience of working with children within the past five years	✓	A, R
	v	Current full driving licence unless disability precludes this	✓	A
	vi	Evidence of regular training experiences	✓	A
	vii	NVQ assessor	✓	A
<b>Experience</b>	i	Working with individuals who have experienced abusive situations	✓	A, I
	ii	Working with and managing challenging behaviour	✓	A, I
	iii	Working in collaboration with other disciplines and agencies, including CAMHS	✓	A, I
	iv	Receiving and giving formal supervision	✓	A, I
<b>Skills/Knowledge</b>	i	Good verbal and written skills	✓	A, W, PR
	ii	Ability to exercise effective leadership of the home staff and operation, such that the home is organised, managed and staffed in a manner that delivers best possible childcare	✓	A, I, R, W, P
	iii	To identify training and development needs of staff working in a therapeutic environment	✓	A, I
	iv	Knowledge of Children's Act 1989	✓	A, I
	v	Ability to establish effective relationships with neighbours of the home and the wider community	✓	A, I, P



**APPENDIX 2**

		Essential	Desirable	Tested by
	vi	An understanding of staff appraisal and staff development profiles	✓	A, I, 1-1, P
	vii	Understanding of management of petty cash, and devolved budgets	✓	A, I, P
	viii	Knowledge and ability to pass fit person interview and and maintain registered manager status	✓	A, I NCSC interview
<b>Child Care Knowledge</b>	i	Effective communication with children, young people and their families	✓	A, I, P
	ii	Understanding and knowledge of child protection policies and procedures	✓	A, I
	iii	Understanding complexities of group living	✓	A, 1-1
	iv	Knowledge and understanding of systemic principles to promote a therapeutic alliance and environment	✓	A, I, P
	v	Comprehensive understanding of child development and attachment theory	✓	A, I, PR
	vi	Knowledge and understanding of strategies to manage challenging behaviour that promotes an environment that recognises acts of vandalism and violent activity as symptomatic of the child's chaotic inner world	✓	A, I, 1-1, P, PR
<b>Personal Attributes</b>	i	Ability to recognise stress in self and others and devise appropriate strategies to deal with	✓	1-1, PE
	ii	Ability to communicate effectively with community groups, voluntary and statutory agencies	✓	A, I, P
	iii	Commitment to the ethos and philosophy of the unit	✓	A, 1-1
	iv	Commitment equality issues policies	✓	A, I
	v	Honesty and objectivity in personal performance	✓	1-1, I
	vi	Sense of humour	✓	1-1, I, PE
	vii	Presents as stable and consistent adult role model for children, young people and families	✓	1-1, I
<b>Work related circumstances</b>	i	Participate in out-of-hours on call system	✓	A, I
	ii	Includes evening and weekend working patterns	✓	A, I

**Key to person specification and recruitment process testing of essential/desirable criteria:**

- A = application form**
- I = interview**
- W = written test**
- R = references**
- 1-1 = one to one interview**
- G = group exercise**
- P = probationary period**
- PE = psychometric exercise**

(Comm/Select/RCMTW)