

Greenwood Day Services Assistant Manager Job Profile

Job Title: Greenwood Day Services Assistant Manager

Job Grade: Level 4 Zone 1

Salary Range: £37,638 (£37,638 - 43,659)

About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

The Greenwood Day Services comprises the Learning Disability Day Service and the Mental Health day Service at the Greenwood Centre. The services aim to care and support clients to build a sustainable future in the community. We support clients and their family members/ carers to initially build a routine and structure that works for their lives, that ensures the client's health needs are met but also seeks to meet the individual aspirations and values of the client within and beyond the centre.

The Greenwood Day Services Assistant Manager will alongside the services manager, manage the Learning Disability and Mental Health Day Services to develop a person centred and creative environment for the growth of our beneficiaries. The Assistant manager alongside the services manager, will support the services to better meet Camden's strategic aims within the community – the "Living a good life" pathway within the learning disability community and the Community framework approach within mental health services.

About the role

To support the manager to develop and manage Day Services at Greenwood to provide strengths-based opportunities for people with a wide range of Learning Disabilities, Autism and Mental Health Needs

Alongside the manager, to provide leadership to staff to empower people to take control of their lives and, make full use of the local community, to meet developmental and recovery goals and outcomes.

To plan and support staff in the provision of high-quality support to adults with learning disabilities and associated complex needs, including physical and emotional support and personal care.

In this role you will to support the management of travel arrangements for adults who use services. You will also be required to liaise closely with the management teams for CLDS, CYPDS, CMHT to ensure the services meet strategic commissioning priorities.

The ideal candidate in this role will take responsibility for specific areas of the service as delegated by the Service Manager. You will deputise for the Service Manager, as required.

To support the innovative strengths-based service to people's aspirations

To support staff to improve people's mental and physical wellbeing

To support staff in creating opportunities to access employment, education and leisure.

To contribute to effective management systems to monitor and control resources.

To work with the team to ensure multi-disciplinary working in response to commissioning priorities to meet strengths-based outcomes

To promote equality of opportunity, choice, privacy, dignity, rights and independence and challenge negative attitudes to them

To be attuned to customers' practical and personal social care and health needs and provide an appropriate response and service.

To attend, and chair as appropriate, all meetings relevant to the service on occasion deputising for the Head of Service.

To take responsibility for managing procedures to ensure safeguarding of vulnerable adults

To ensure maintenance of a safe and serviceable environment

To respond positively and sensitively to complex issues, including complaints, and to find creative solutions.

To work collaboratively with the organisations in Greenwood to meet the aims of community and co-production

To take a lead role in the safe operation of the Greenwood building (including, but to limited to, Covid-secure arrangements)

To take a lead role in management of travel plans for people accessing the services

About you

You will need/require an NVQ Level 3 – Care/ Management or equivalent qualification for this role

You will be able to demonstrate knowledge of The Care Act 2014 and how it relates to strengths-based/recovery practice. The ideal candidate will have a commitment to embedding strengths-based practice in services. You will need to understand the economic position in social care and the drive for efficiency. This role requires an understanding of providing services in a political environment. You will have knowledge of issues facing people with learning disabilities and mental health

Skills

You will have the ability to lead, motivate and manage others' performance by a range of methods, including coaching.

The ideal candidate will feel a commitment to want to develop the service and meet future needs

Ability to coordinate, plan and run activities

Ability to record information and write concise reports and monitor the quality of those written by others

Ability to undertake moving of people, following training in safe manual handling

Experience:

Experience of a senior role in services for people with learning disabilities and/or mental health needs. Experience of supervising and managing, stakeholder management and managing resources

Work Environment:

busy and vibrant day service, which requires flexibility to adapt to changing needs and demands, including redesigning priorities

Working with people who may need hands-on support in all areas of daily living, including people moving, personal care and administration of medication

Some customers may display behaviours which challenge the service

Infection Control Procedures are required to inhibit the spread of infection

Flexibility required to meet conflicting and changing priorities

People Management Responsibilities:

Greenwood Day Service Staffing

Senior Support Coordinators (LD) x2

Support Coordinators (MH) x2

Greenwood Business Support Officer x1

To lead and develop members of the team to carry out their duties in relation to the above and in line with the Council's policies and procedures, and to challenge poor practice through supervision and performance management.

To coordinate and manage the work of students, volunteers and other temporary staff.

Relationships:

Close working relationship with primary and secondary mental health services in C+ I NHS Trust

Ability to work collaboratively with colleagues (Social Work teams, CLDS health practitioners, CATS, Voluntary Sector Providers, Citizen Advocates) and external stakeholders

Ability to represent the interests of the service and the department both internally and externally

Ability to address areas of conflict and manage challenging situations with service users, colleagues and staff team.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,