

REHABILITATION CENTRE MANAGER

PERSON SPECIFICATION

| KEY AREAS | ESSENTIAL | DESIRABLE |
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| 1. Education/Qualifications | Good general education including 5 GCEs, preferably including Maths and English Language S/NVQ L5 or equivalent in Substance Misuse. | English language (Grades a-c) |
| 2. Experience | <ol style="list-style-type: none"> 1. Work with multidisciplinary teams and treatment plans. 2. Experience of building positive working relationships with people who use rehabilitation services and their families, staff and other health and social care professionals. 3. Management of staff including drawing up and operation of rotas. | <ol style="list-style-type: none"> 1. Experience in drugs/alcohol rehabilitation settings. 2. Work within the CQC framework for 3+ years. 3. Time spent as a Manager or Senior Support Worker in a similar facility where clients include women. 4. Professional contact with outside bodies. 5. Have contributed to successful contract tenders. 6. Financial responsibility for key areas of care services (budgeting, spend management, etc.). 7. Experience of managing and developing an effective staff team including recruitment, training, supporting and supervising staff. 8. Ability to maintain clear written and electronic records and to follow statutory reporting procedures. 9. Experience of managing the delivery of social care services as a registered manager. 10. Experience of drug and alcohol counselling in group and one to one scenarios. |
| 3. Skills | 1. Excellent interpersonal/communication/listening | 1. Understanding of the needs of people recovering |

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| | <p>skills.</p> <ol style="list-style-type: none"> 2. Ability to empathise and engage with women recovering from addiction, including those who are aggressive, withdrawn or anxious. 3. Ability to be decisive and give a clear lead, particularly in a situation where urgent action is needed. 4. Time management and organisational skills. 5. Ability to encourage and motivate others. 6. Ability to use and show initiative, particularly when there is no help immediately available. 7. Ability to establish and work to priorities. 8. Excellent understanding of the principles of high quality person-centred care and support and non-discriminatory care practice. 9. Good understanding of the regulatory responsibilities of a Registered Manager and the law relating to residential care services. 10. Good administrative skills and computer literacy. 11. Understanding of systems to maintain confidentiality in relation to clients, staff and the business. 12. Knowledge of health and safety matters in relation to residential care services and risk management. 13. Knowledge of how to recognise abuse and safeguarding procedures. | <p>from addiction in line with best practice.</p> |
| <p>4. Personal Attributes</p> | <ol style="list-style-type: none"> 1. Be calm and resourceful under pressure. 2. Able to discern and follow boundaries appropriately | |

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| | <p>between personal caring and empathy and professional detachment.</p> <p>3. A committed Christian with, therefore, a strong commitment to the Christian ethos of the charity.</p> <p>4. Non-judgmental and accepting of differences and lifestyles.</p> <p>5. Caring and compassionate towards people in need of care and support.</p> <p>6. Respect for people suffering from a range of addiction and medical conditions with different backgrounds and beliefs to her own. Strong commitment to non-discriminatory care practice.</p> <p>7. Commitment to respecting the rights of clients at all times and to promoting their privacy, dignity & independence throughout their lives.</p> <p>8. Self-motivated and keen to learn. Willing to seek guidance when needed and follow instructions.</p> <p>9. Willingness to work flexibly and to keep knowledge and skills up to date.</p> | |
| <p>5. Other</p> | <p>1. Full driver's licence.</p> <p>2. Willingness to be away from home for occasional overnight stays.</p> <p>3. Enhanced Disclosure from the Disclosure and Barring Service formerly known as the Criminal Records Bureau (CRB).</p> | <p>1. No more than 6 points on a driving licence.</p> <p>2. Willingness to live reasonably close to the Community (within 20/30 minutes travelling time).</p> |