



Lothlorien Community (Rokpa Trust)
Corsock, Castle Douglas, Dumfries & Galloway DG7 3DR
contact@lothlorien.tc
www.lothlorien.tc

Job Title:	Live-in Deputy Manager
Reporting to:	The Manager, and Trustees of Lothlorien (Rokpa Trust) Direct supervision for day-to-day work will be carried out by the Manager.
Working Hours:	37.5 hours per week. The Deputy Manager will also be required to be on call, along with other members of staff.
Holidays:	Five weeks per annum, plus any public holidays which fall within the working week.
Disclosure:	Enhanced
Pay:	The salary is £28,877 - £32,340 per annum paid monthly in arrears.

Lothlorien is a therapeutic community for people with mental health problems, situated in a quiet rural setting in South West Scotland. Lothlorien Community is based on the therapeutic community model, which includes principles of collective responsibility and empowerment all underpinned by our core values of compassion and tolerance.

Overall purpose of the post:

To take responsibility as Registered Manager to manage all aspects in the day-to-day running of the two homes. Promoting a sensitive and empowering environment which provides a high standard of care to the people we support, meeting individual needs and ensuring everyone is treated with respect and dignity, as well as protecting their rights to privacy. Ensuring each resident is supported and has opportunities with regards to independence, choice and involvement through regular person-centred, trauma-informed planning, meetings and reviews.

To supervise, monitor and evaluate the care delivered to residents whilst adhering to legal requirements. Our ambition is to provide compassionate, trauma-informed support and to continue providing outstanding care as recognised by the Care Inspectorate.

To keep the Manager informed of all matters of concern and consult when these matters of concern involve outside agencies.

Taking ownership to develop a positive, open culture where all employees are motivated, inspired and are supported in their self-development.

This is an exciting time to transform and modernise the service, working in collaboration with stakeholders, including the people we support and their families, as well as the local authority and clinical commissioning groups.

Key areas of work

To be aware of and follow key guidance and regulations and ensure those for whom you are responsible have the necessary access to, and comply with, such guidance.

- The Health Authority Registration requirements
- Care Inspectorate requirements and registration
- The Policies and Procedures of Lothlorien
- The Mental Health Act
- Health & Safety at Work Act
- Care in the Community and NHS Act
- Health and Social Care Act 2014

Management and supervision

Key tasks will include:

- To regularly supervise and assess staff (salaried) and co-workers (volunteers) and keep accurate records, as well as leading on recruitment and selection.
- Use a facilitative approach to support the life of the community through community meetings, workshops and training. This will include an element of conflict resolution.
- Being a keyworker for residents, drawing up appropriate Support Plans for their stay and ensure that such plans are implemented and reviewed as and when required.
- Providing person-centred support to residents and assist them in developing their skills, abilities and confidence in all aspects of their daily lives. Work in accordance with their Support Plans, including social, recreational, housekeeping and household activities.
- Ensuring that practice procedures and techniques according to agreed policies are adhered to so that a high standard of residential care is provided and maintained by personal example and practice.
- Ensuring deadlines for Support Plans, Risk Assessments, Advance Statements and Iroc are met.
- Ensuring that all house staff are conversant with policies relating to fire safety, Covid, Health and Safety, accidents and incidents.
- Fostering a culture of involvement of all community members in developing and planning the service and engagement of activities.
- Participating as a member of the Core Group and help foster the development of an open, team-working approach within the group.
- Ensuring the maintenance, up-keep and development of the premises and grounds, along with engaging community members on their responsibilities in this regard. General maintenance and up-keep of homes, furniture, fittings and equipment.

Staff development and training

Key tasks will include:

- Continuing to further your own professional and management knowledge and taking a proactive approach to the development of both keyworkers and co-workers. Developing a positive culture with everyone contributing and having purpose in their roles.
- Organising, facilitating and participating in In-House Training where applicable.
- Supervising keyworkers and co-workers and undertaking the necessary periodic reviews and appraisals. Ensuring each staff member has regular supervision and opportunities for de-briefing as required.
- Motivating and encouraging staff to meet their maximum potential professionally, thereby ensuring outstanding standards of service delivery.

Recruitment and selection

Key tasks will include:

- Managing physical resources, interviewing, selection and induction of co-workers and staff

Professional areas of work

Key tasks will include:

- Assisting with initial and ongoing assessments of residents
- Instruct staff on how to provide good support.
- Assisting in developing and improving communications, e.g. participate in multi-disciplinary meetings, care staff and residential meetings, communicating with relatives as required and attending any relevant meetings
- Providing additional emotional support during times of stress and crisis.
- Deputising for the Manager who works remotely.
- Developing and maintaining good working relationships with mental health professionals, and other professionals with a concern for the community members' needs.
- Encouraging and supporting all residents to make contact with training, educational, employment and volunteering opportunities in the wider community. Being creative in the pursuit of helping residents to prepare for independent living, including the planning and overseeing follow-up support.
- Overseeing resident admissions, including undertaking assessment of suitability and organising try out visits and inductions.

Safeguarding

- Ensuring safe practice guidelines are followed and safeguarding policies and procedures are adhered to.
- Good awareness of internal Safeguarding procedures and fully understanding and implementing Local Authority safeguarding procedures. Notifying others when required, including Local Authority and Care Inspectorate.

- Liaising with other professionals with a concern for the community members' needs. Sharing information gathered during the course of work appropriately, both internally and externally, whilst complying with relevant data protection legislation and any other legal requirements.

Additional Tasks

- Providing on-call support back-up and share on-call responsibilities with other team members, whilst ensuring the appropriate use of this on-call facility
- Maintaining accurate and up to date timesheets, and records pertaining to training, supervision, annual leave, sickness and time in lieu.
- Assisting with general administrative and clerical tasks, including ensuring the adherence to petty cash procedures and responding promptly to telephone queries
- Undertaking other tasks duties as directed by management that are in the interests of the community.

Person Specification:

Criteria	Essential/Desirable	Interview/Application
<p>Attainments/Qualifications Registered Manager qualification e.g. SVQ 4 Registered Manager in Health and Social Care</p> <p>Practice: Social Service and Health Care at level 9 (SCQF) or other speciality/qualification recognised by the SSSC for registration purposes</p> <p>Therapeutic Qualification e.g. Psychotherapy, Somatic Experiencing, Open Dialogue, Dialectic Behavioural Therapy, Family Therapy, EMDR, CBT etc.</p>	<p>Desirable</p> <p>Essential</p> <p>Desirable</p>	<p>Application</p> <p>Application</p> <p>Application</p>
<p>Prior Experience Candidates are required to demonstrate a capability to manage a care setting and act as the Team leader</p> <p>Experience of working in a professional capacity with adults with psychosis, trauma, anxiety, mood disorders, autism, attention disorders, sensory sensitivities, suicide risk</p> <p>Experience of working in a professional capacity within mental health teams or local authorities e.g. CMHT</p> <p>Experienced supervisor</p> <p>Experience of Mental Health Funding Panels and multidisciplinary reviews</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>Application/Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
<p>Knowledge and understanding of Health and Safety risk assessments</p> <p>Awareness of neurodiversity and sensory issues</p> <p>Understanding of adverse childhood experiences, attachment theory and trauma</p> <p>Conflict resolution experience. Understanding of nonviolent communication.</p>	<p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p>	<p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p>

<p>Skills and abilities</p> <p>Supervisory experience</p> <p>Experience of managing teams</p> <p>Experience of own psychotherapy</p> <p>Experience of carrying out risk assessments</p> <p>Excellent IT skills. Proficient in the use of Microsoft 365 and Dropbox</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p>
<p>Other</p> <p>Live in position or lives locally within 1 hour drive of the therapeutic community/willing to relocate.</p>	<p>Essential</p>	<p>Application/Interview</p>