JOB DESCRIPTION

Job Title: Fostering Service Manager

Responsible to: Director of Care Services

You will be responsible for:
Directing, organising and overseeing the operations of the service, ensuring high standards of care at all times. Assessing, evaluating and informing best practice in relation to operational activity.

In particular, you will need to:

- Supervise, develop and lead the staff team to ensure all regulatory and charity standards are met
- Provide a schedule for the recruitment of Foster Carers
- Identity training and development needs of foster carers and contribute to the delivery
- Develop marketing strategies including publicity and literature in line with charity policies and procedures
- Provide strong leadership to ensure a positive culture is maintained
- Provide leadership and direction for the implementation, monitoring and review of care plans and risk assessments, in line with charity key controls and process.
- Establish effective communication structures with all staff and carers to ensure high standards and continuity of care are maintained at all times
- Take responsibility for all aspects of the management of the service
- Build excellent relationships with external bodies and professionals
- Ensure all administration, processes and policies are effective and regularly updated and reviewed
- Ensure budgets are managed within their constraints and monthly management accounts are fully analysed and understood
- Attend meetings as and when required
- Ensure own personal training remains in date and relevant to role
- Ensure an effective rota is in place
- Comply with all regulatory, health and safety and all other statutory requirements

To achieve these outcomes you must:

- Work within a budget
- Attend all required training
- Have experience and knowledge of working with older people
- Have excellent organisational and communication skills - both verbal and written.
- Have an exceptional level of attention to detail
- Be able to work to your own initiative as well as working as part of a team to implement a high quality service at all times.
- Work professionally with managers, colleagues, volunteers and external stakeholders at all times.
- Have access to a car for business use

Every employee of St Cuthbert's Care must:

- Ensure all work is carried out in accordance with Charity policies and procedures.
- Attend staff meetings as and when required.
- Maintain confidentiality and observe data protection requirements in accordance with legislation and Charity policy.
- Work flexibly to meet the needs of the service.
- Respect, work within and promote St Cuthbert's Care's Dignity at Work Policy.
- Respect and work within St Cuthbert's Care's Christian ethos

This job description is not exhaustive and some variations may be necessary.