**Job Description**

This job description gives an overview of the post, the key responsibilities and the context within which the post is offered. It is not intended to be an exhaustive statement of Terms and Conditions within The Kent Autistic Trust (“KAT”).

**Post Details**

**Job Title:** Project and Casual Staffing Manager

**Reports to:** Head of Care

**Document Id:** CTSM#0001/10082021

**Values and Commitment**

KAT is committed to providing high quality supports designed around individual abilities, needs and choices. KAT is committed to promoting independence and inclusion within communities. KAT believes everyone is able to make their own individual contribution. KAT seeks to work in partnership with all relevant parties but in particular with the individual themselves.

**Support Services**

KAT supports over 100 people in Medway and across Kent and provides a wide range of services designed to meet diverse needs. KAT supports people with autism, learning disabilities and related difficulties. KAT supports vulnerable adults. KAT provides residential homes, supported living accommodation, day resource services, respite and outreach services (from people’s own home). KAT is keen to ensure the voice of those we support is actively listened to, both in terms of the development of individuals’ support and in terms of our organisational development.

**The Job**

The role holder is responsible for providing a responsive service to all service. The primary responsibility is to support with ensuring safe staffing levels are maintained in all services by supplying casuals to fill gaps.

The role holder directly manages all casual staff, ensuring that we maintain a dedicated bank of casuals to call upon to fill unplanned and planned staffing gaps. The role will work closely with HR on casual recruitment.

The role holder will be asked to lead on projects that help with the on goining development and expansion of the buisness.

The role holder will be part of the management on call rota which includes weekends and evening, and will also be required to provide emergency support where casual cover cannot be secured.

**Key Responsibilities**

**Bookings**

* Effectively collaborate with the hiring manager to staffing gaps with casuals with the right skills.
* Book/confirm shifts with casual workers.
* Update managers on progress of assignments.
* Establishing the availability of our casual workers.
* Fielding enquiries from our casual workers and Managers.
* Ensuring bank workers attend compliance and refresher training, supported by our Training Partner
* Maintaining a database of casuals.

**Temporary Agency Co-ordination**

* To ensure any agency candidates are placed when there is no possible bank alternative available
* Manage our PSL, negotiating best rates and ensuring up to date terms and conditions are maintained
* Build relationship with new recruitment agencies

**Hands-on Support**

* Part of on call rota – up to 14 days on call per month to include weekends and overnight
* Be prepared to step in and fill gaps where shifts cannot be filled – this could include Wake Nights or sleep-ins
* Keep up to date with your care compliance training

**Project Management**

* To lead on projects and work with all stakeholders and relevant organisations, alongside other members of the team

**Code of Conduct Healthcare Support Worker or Adult Social Care Worker in England**

As a Healthcare Support Worker, you make a valuable and important contribution to the delivery of high quality healthcare, care and support.

This Code is based on the principles of protecting the public by promoting best practice. It will ensure that you are ‘working to standard’, providing high quality, compassionate healthcare, care and support. The Code describes the standards of conduct, behaviour and attitude that the public and people who use health and care services should expect.

You are responsible for, and have a duty of care to ensure that your conduct does not fall below the standards detailed in the Code. Nothing that you do, or omit to do, should harm the safety and wellbeing of people who use health and care services, and the public.

In accordance with the code you must:

1. Be accountable by making sure you can answer for your actions or omissions.
2. Promote and uphold the privacy, dignity, rights, health and wellbeing of people who use health and care services and their carers at all times.
3. Work in collaboration with your colleagues to ensure the delivery of high quality, safe and compassionate healthcare, care and support.
4. Communicate in an open, and effective way to promote the health, safety and wellbeing of people who use health and care services and their carers.
5. Respect a person’s right to confidentiality.
6. Strive to improve the quality of healthcare, care and support through continuing professional development.
7. Uphold and promote equality, diversity and inclusion.

**Person Specification**

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| **Attributes** | **Essential** | **Desirable** |
| Experience | * Two years previous experience in a service setting * Working with people who challenge * Experience of managing staff and co-ordinating support provision * Experience of working with agency staff * Previous experience of booking casual/temporary staff * Leading projects and evaluating progress |  |
| Education, Qualifications and Training | * Level 3 in Care * Full course of Covid vaccination * Driver, with own vehicle |  |
| Values Base | * A belief in inclusion, evidenced through work practice or personal experience * A desire to ensure people supported are at the heart of decision making * Commitment to the principles and practices of continuous improvement |  |
| Skills, abilities and knowledge | * Working knowledge of CQC regulations * Good problem-solving skills * Ability to work under pressure * Strong IT skills, and ability to work with apps and rotas |  |
| Interpersonal and social skills | * Self-starter with a high level of commitment, to mould the role to meet business need * Ability to be part of a team and lone work * Excellent communication skills * High attention to detail |  |

I hereby accept the terms as stated in the Casual/Temporary Staffing Manager Job description

Printed Name

Signature

Date