

GENESIS SUPPORT SERVICES LTD.

**JOB DESCRIPTION
PROJECT MANAGER**

PRIME OBJECTIVES OF THE POST:

- To contribute to the success of the Genesis Support Services Ltd by undertaking the role of Project Manager.
- To provide management oversight and leadership of the project/s and practical and emotional support to young people Leaving Care who move into semi-independent accommodation.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

- Will be expected to supervise up to 6 project support workers/senior project support workers and offer consultation to sleep in support staff.
- Will be responsible for the induction of all new support workers
- Will liaise with Social Services, relevant professional agencies, accommodation providers, private landlords and families of young people, as appropriate.
- Will represent Genesis Support Services at various multi-agency forums
- Will co work with other professional staff as appropriate
- Will be an authorised signatory for request for payment invoices to councils.
- Will be responsible for managing a budget.

SUPERVISION AND GUIDANCE:

Reports to the Director for day to day support and guidance and for regular supervision but will be expected to work on own initiative after a period of induction. Will receive periodic supervision from a professionally qualified social worker

RANGE OF DECISION MAKING:

- To act in accordance with the priorities, policies and guidelines of Genesis Support Services.

- With appropriate supervision will be involved in planning and decisions regarding the support services to be provided to young people placed with Genesis Support Services.
- With appropriate supervision will be responsible for decisions about expenditure.

WORK LOCATION:

Will be based at Genesis Support Services main office but will be required to travel to other houses at times. Will also be required to work from home at times

RESPONSIBILITY FOR ASSETS, MATERIALS ETC:

- Access to confidential information case records and files.
- Within Genesis Support Services policies and guidelines access to and responsibility for the safekeeping of petty cash and or cash on advance and grant payments.
- Will follow Genesis Support Services guidelines in relation to open access files.
- Responsible for resources and equipment used and to maintain and develop a tool equipment store. Will have access to keys for a number of buildings and to accept responsibility for site security and fire systems.
- Expected to work with the technology provided following appropriate training.
- Under the Health and Safety at Work Act the post holder has a particular duty of care for young people, carers and other members of staff as well as themselves and must always be considerate of this when carrying out any duty of responsibility.

WORKING CONDITIONS:

See Principal Statement document or Casual Services Agreement.

ADDITIONAL WORKING CONDITIONS:

The post will of necessity require some out of hours and unsocial hours working. The unsocial hours element of this post is reflected in the grade and no additional payment will be made.

RANGE OF DUTIES:

- To oversee support staff in carrying out the range of duties assigned to them.

- To provide regular supervision or consultation to support staff through individual formal supervision, group supervision/consultation and team meetings.
- To participate in the out of hours call rota system.
- To ensure all Genesis Support Services policies and procedures are followed.
- To make decisions about the processing of referrals to the service
- To organise training for support staff.
- To manage the recruitment of new staff

- To be available for consultation as part of the needs assessment process and Pathway Planning for young people leaving the care of the Local Authority. To offer advice on appropriate accommodation options for young people leaving Genesis Support Services.
- To represent the Genesis Support Services at multi-agency meetings, working groups etc as appropriate.
- To attend and contribute to team meetings and to participate in service development.
- To attend and be committed to ongoing regular supervision and annual appraisal.
- To undertake appropriate training as and when required.
- To adhere to Genesis Support Services Equal Opportunity and Diversity Policies.

- ***Whilst every endeavor has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail.***

- ***Broad headings, therefore, may have been used below, in which the usual associated routines are naturally included in the job description.***

- ***An employee should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.***

- ***Genesis Support Services is committed to equality of opportunity and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to Genesis Support Services.***