



HOUSE MANAGER
SCOTLAND



View from one of our houses in Dumfries and Galloway



“Our Mission is to lead in the creation and provision of innovative healing environments for children and young people who have been hurt by trauma, abuse and neglect”



BACKGROUND INFORMATION

Common Thread offer therapeutic residential care and education for children of both genders aged between 8 and 18 years. We offer crisis/emergency placements as well as short, medium and long term placements.

The young people we look after are often in crisis, may have experienced multiple placement breakdowns, be close to entering or leaving secure care, may be unable to maintain mainstream school placements and/or have complex emotional and/or behavioural needs. We specialize in working with sexually harmful behaviour, self harming, autism, ADHD, attachment disorders, youth offending, mild learning disabilities, gang affiliation and child protection.

As part of this service, we also offer Education for young people in our care. Our education service provides young people with the educational and personal confidence to return to full time education. Each young person has a unique Individual Education Plan which is aligned to their own care plan. Therapeutic strategies are also used both in care and education for all young people.

Our residential homes are situated across Scotland in a variety of rural locations. We currently have 12 homes, 2 in Highlands, 6 in Central Belt and 4 in Dumfries and Galloway



OUR INTERVIEW AND ASSESSMENT PROCESS

Common Thread have developed a unique approach to the interview process which enables each and every candidate the chance to demonstrate their abilities.

Our assessment and interview process lasts a full day and is usually as follows:

9.30am	Tea/Coffee on arrival, time to complete paperwork
10.00	Introduction to Common Thread
10.15	Group/Candidate Introductions
10.30	Group Exercise – Discussion
11.00	Professional Interviews (15-20 mins) Young Persons Interview (10-15 mins) Group Exercise – Physical/Team Challenge Short Written Piece
13.00	Lunch/Meet an Existing Team Member
14.00	Professional Interviews (15-20 mins) Young Persons Interview (10-15 mins) Group Exercise – Physical/Team Challenge Short Written Piece
16.00	Group Exercise – Team Meeting
16.30	Feedback on Physical Challenges
16.45	Final Questions and Close

We usually have between 6 and 8 candidates attend a full assessment day; so be prepared to meet new friends. Between 11am and 1pm and 2pm and 4pm the group will be split into 2 cohorts and will move between the different activities.

Lunch and all refreshments are provided. Parking available on site. Assessment days are held in Lockerbie, Dumfries

ROLE AND PERSON SPECIFICATION

Job Title: House Manager
Responsible to: Young Persons Coordinator

JOB PURPOSE

- To be responsible for the implementation and development of the aims and objectives of the house in consultation with senior management.
- To create an environment in which individual, physical and emotional needs can be met.

MAIN TASKS

- Ensure effective delivery of individual care planning requirements for children and young people.
- Take overall responsibility for all staff, delegating effectively and appropriately.
- To identify and assess training needs of staff and to participate in training programmes.
- To be involved in recruitment, interviewing and selection of staff.
- To ensure accurate records are maintained in all matters relating to residents, staff and property.
- To organize and participate in staff meetings, senior staff meetings and any other appropriate meetings as delegated by the Senior Management.
- To undertake supervision of students and trainees on placement within the House in consultation with the Senior Management.
- To ensure good and effective internal and external communication systems.
- To liaise as appropriate with external agencies.
- To undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
- To manage and operate budgets within the figures and guidelines laid down.
- To monitor ongoing expenditure and to alert the Senior Management/ Finance Manager if budgets are overspent or present as inadequate.
- To ensure staff operate financial systems within the required procedures.
- To assist when required, in preparation of budget estimates.

OTHER USEFUL INFORMATION

PROFESSIONAL REGISTRATION

Registration with the Scottish Social Services Council (SSSC) is critical for the role. If you are not already registered, you are required to submit your online registration within the first 6 weeks of employment. Successful registration is required within first 6 months of employment. If you do not hold the necessary qualifications for the role, you will be given up to 3 years (5 years from 1/11/16) to achieve these. For more information visit SSSC website at www.sssc.uk.com

TRAINING

As a baseline, you will be provided with training in:

Safe Crisis Management (SCM) – 3 days
Common Thread Foundation Training – 3 days
Food Safety – Internal/Online
First Aid – 1 day

HOURS OF WORK

The normal hours of work for full time are 160 per 4-week period. Normal working hours per week are variable. All employees are required to work some weekends and undertake sleepovers where necessary.

HOLIDAY ENTITLEMENT

Full time employees are entitled to 28 days annual leave per annum. Part time and sessional staff accrue annual leave on a pro rata basis.

SALARIES

Salary is awarded based on qualifications and experience and is negotiable for the right candidate



HOW TO APPLY

If you wish to apply for a post please visit our website www.commonthreadgroup.com/vacancies.

Here you can apply online. If you start an application and do not complete we will normally send you a link to resume within 24 hours. Once completed and received we will send you a confirmation email. Interviews are normally scheduled for between 2-3 weeks after the closing date. If you have any plans within these timescales please feel free to let us know in your application, and always ensure you provide us with your up to date contact details, mobile, telephone and/or email – we may wish to contact you to discuss your application.

If you do not have the facility to complete an online application, please feel free to call us. We can send out a postal application.

Please read the application form thoroughly and give us as much information as possible. We base our decision to interview on your responses.

CONTACT DETAILS

Common Thread Group
BENREAY
10 Dumfries Road
Lockerbie
DG11 2EF

Tel: 01576 204202

Email: post@comonthreadgroup.com



Our houses, near Nairn



Our house near Inverness

COMMON THREAD VALUES

All employees of Common Thread are required to sign up to our Core Values and Behaviours:

Values:

- Young People First - In All We Do
- Creativity and Positivity - Promote, Identify and Focus on in Ourselves and Others
- Leaders - In Our Areas of Expertise and Capability
- Operating Sustainably and Ethically - Ensuring Viable, Responsible Citizenship
- Integrity and Honesty - In How We Conduct Ourselves

Behaviours:

- Demonstrates and Encourages Integrity and Honesty
- Learns through Creative Opportunities, Experience and Reflection
- Chooses and Promotes Sustainable and Ethical Practice
- Driven by Professional and Personal Excellence and Celebrates Success
- Promotes Mutual Respect and Confidence
- Delivers and Operates with Tenacity and Courage
- Interacts with Openness and Suspends Judgement

Our Values and Behaviours Framework includes regular 360 degree feedback appraisal.



COMMON THREAD STATEMENT OF PURPOSE

Our fundamental goal is to provide healing environments for children and young people who have been hurt by trauma, neglect or abuse.

Believing in the positive potential of every child

We seek to offer genuine warmth, acceptance and understanding to those who feel that they are not wanted and who believe they cannot be helped.

Common Thread possesses the experience, commitment and expertise to help young people achieve positive change and begin to rebuild their lives.

Emphasis is placed on maintaining a small family environment where staff and children are encouraged to invest in this and take shared responsibility.

We believe that every child is an 'individual' and should be given the opportunity to reach their maximum potential in an environment based on:

Empowerment, Trust, Mutual Respect, Restoring Hope, Self Belief, Play, Opportunity, Responsibility, Creativity, Openness, Understanding, Equality, Successful Outcomes.

.....And finally, we look forward to hearing from you.