CHILD PROTECTION AND FAMILY SERVICES AGENCY
MINISTRY OF EDUCATION, YOUTH & INFORMATION
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE	Assistant Facility Manager
JOB GRADE	Level 8
POST NUMBER	
DIVISION	Alternate Care Services
REPORTS TO	Manager, Facility
DIRECT REPORTS	Health & Social Care Supervisor Heath & Social Care Assistant Procurement/Inventory Officer

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

_____ _____
Employee Date

_____ _____
Manager/Supervisor Date

_____ _____
Head of Department/Division Date

_____ _____
Date received in Human Resource Division Date

JOB PURPOSE

The Assistant Manager is responsible for supporting the daily operations of the Child Care Facility, ensuring a safe, nurturing, and stimulating environment for children. This role assists the Facility Manager in supervising staff, implementing programs, maintaining compliance with licensing regulations, and fostering positive relationships with children, families, and the community.

KEY OUTPUTS

- Monthly reports,
- Updated staff files,
- All children records are updated and kept in good order,
- All items received from children are properly checked, recorded and stored,
- Ensure the welfare of children is adequately addressed (food, clothing, social, medical and educational).

PERFORMANCE CRITERIA

The job is satisfactorily performed when:

- Performance targets are consistently achieved,
- A high level of performance is demonstrated,
- Confidentiality of information obtained on the job is preserved.
- Children care and protection are uncompromised.

JOB RESPONSIBILITY

Under the general direction of the Manager, Child Care Facility, the Assistant Manager is required to co-operate and contribute to the achievement of objectives of the Child Protection and Family Services Agency, the Ministry of Education, Skills, Youth & Information. To achieve this, the incumbent will:

Operational Management

- Assist the Manager in overseeing daily facility operations to ensure a safe and nurturing environment.
- Ensure strict adherence to health, safety, and licensing standards as required by regulatory authorities.
- Monitor facility cleanliness, maintenance, and security, addressing any issues promptly.
- Manage staff scheduling and coverage to ensure seamless operations.
- Participate in the planning and implementation of activities that cater to the social and educational needs of the children.
- Ensure all staff members are aware of and sign the code of conduct, and that all operational rules, guidelines, and protocols are accessible and understood.
- Prepare diet sheets and assist with menu planning to meet the nutritional needs of children.
- Continuously monitor and review the methods and procedures for the collection, dissemination, and application of information, making updates or adjustments as necessary.
- Bring any delays, difficulties, or problems encountered to the attention of the Manager in a timely manner.

Staff Supervision & Development

- Support the recruitment, onboarding, and training of staff members.
- Provide ongoing guidance, mentorship, and performance feedback to staff.
- Assist in facilitating staff meetings and professional development activities.
- Ensure the proper maintenance of staff attendance and leave records.
- Assist in the receipt, recording, and intervention of staff grievances and disciplinary matters.
- Assist in the preparation and circulation of duty rosters for all shift workers.

Child Care & Program Delivery

- Oversee the implementation of age-appropriate educational and recreational programmes.
- Maintain accurate and up-to-date records for each child, including attendance, incidents, and progress reports.
- Address behavioural issues and support positive behaviour management strategies.
- Ensure children receive adequate medical attention in accordance with established guidelines.
- Administer medication as prescribed, strictly following medical practitioners' instructions regarding timing, dosage, and strength.
- Ensure children receive allowances (e.g., pocket money, lunch money) as stipulated by the Agency.
- Maintain comprehensive records of all children residing at the facility.

Administrative Duties

- Assist with budgeting, purchasing, and inventory management to ensure efficient use of resources.
- Maintain up-to-date records for licensing, health, and safety compliance.
- Prepare correspondence, reports, and documentation as required by the Manager or regulatory agencies.
- Receive and verify all claims submitted for meal and travel expenses in writing.
- Ensure all registers and logbooks are accurately maintained and completed according to stated guidelines.
- Report all incidents impacting children to the relevant authorities, in compliance with CCPA and Agency guidelines.
- Ensure all critical incidents and disciplinary actions are recorded and reported promptly, in accordance with set standards.

- Keep the Court Book and all other required logbooks up to date at all times.
- Assist in the preparation and submission of monthly and statistical reports on children in care and significant events.
- Ensure all staff adhere to reporting requirements.
- Perform general office administration, including answering and responding to telephone calls and managing incoming mail.
- Exercise strict confidentiality when dealing with issues affecting children in the facility.
- Support the Manager in developing programmes and ensuring strict adherence to all guidelines for the care and protection of children.

Other Duties

- Perform other related duties as assigned by the Facility Manager or Regional Director.

JOB DIMENSIONS (AUTHORITY, SCOPE AND IMPACT OF JOB)

- To access confidential information.
- To represent the Residential Child Care Facility at meetings, seminars, etc.
- Expected to demonstrate a high level of integrity and professionalism,
- Responsible for holding and securing of large amounts of goods and monies,
- All funds received and disbursed are accounted for.
- May be required to work beyond normal working hours to meet deadline.

KEY KNOWLEDGE AND COMPETENCIES

- Knowledge of Accounting principles and FAA Act,
- Knowledge of Inventory Management and Procurement procedures,
- Knowledge of the Human Resources Procedures and Policies Manual,
- Basic computer skills,
- Knowledge of Office Procedures and Administration,
- Good interpersonal, communication and coordination skills,
- Knowledge of Office Procedures and Administration,
- Ability to work under pressure and within strict deadlines,
- Interpersonal skills.
- Time management skills.

QUALIFICATIONS AND EXPERIENCE

- Bachelor of Science Degree in Business Administration, Social Work, Child Development
  Plus and a minimum of one (1) year experience in similar position
  or
  Associate Degree in Business Administration or Public Administration
  Plus and a minimum of three (3) years experience in similar position
  or
- Any equivalent combination of education and experience.

WORK RELATIONSHIPS

Internally:

Members of Staff
Children
Regional Division
Monitoring Officers
Children Officers

Externally:

Donor Agencies
Health Care Providers
Suppliers / Potential Suppliers
Children's families / relatives

VALIDATION

This document is validated as an accurate and true description of the job when agreement of the CEO is signified below.