

**Child Protection and Family Services Agency
Ministry of Education, Skills, Youth & Information
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE	Health & Social Care Supervisor
JOB GRADE	Level 6
POST NUMBER	
DIVISION	Alternate Care Services
REPORTS TO	Manager
DIRECT REPORTS	Health & Social Care Assistant

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 Created/Revised

JOB PURPOSE

The Health and Social Care Supervisor is responsible for overseeing and delivering high-quality care to the wards of the state residing in the Residential Child Care Facility (RCCF). This role ensures that the physical, psychological, emotional, and spiritual needs of the children are met, while fostering a safe, nurturing, and supportive environment. The Supervisor is committed to addressing all aspects of the residents' well-being, promoting their holistic development, and supporting their overall quality of life during their stay in the facility.

KEY OUTPUTS

- Current log of visits
- Incident reports documented
- Current inventory of equipment
- Accurate dispensation of medication
- Protected and well cared wards
- Optimal behaviour management
- Clean and hygienic facility
- Wards needs addressed

JOB RESPONSIBILITIES

- Provide basic counseling services to the children
- Maintain a disciplined environment for children within the rules and guidelines in Child Care Facility
- Mediate and handle conflict and dispute between children
- Indicate and participate in decisions when additional measures relating to behavioural treatment is necessary
- Help to life morale and maintain a cooperative spirit amongst the children
- Ensure the procurement of clothing and other household items
- Monitor the administration of medication as prescribed by Medical Doctor to the children and ensure that all medication is kept secured and out of children's reach
- Oversee the safe custody of equipment and supplies provided for the facility
- Prepare reports on critical incidents according to standard guidelines and within the designated timeline
- Monitor the logging of all visits to children by their parents/guardians
- Supervise all visits of children to hospital, clinics, church and other places of interest as is necessary
- Supervise the serving of meals for the children

- Monitor the cleanliness of the facility and ensure maintenance of a hygiene programme at all times
- Organize the distribution of clothing and other personal items to the children
- Participate in the preparation of Care Plans
- Attend Case Committee meetings as required
- Participate in planning and coordinating behaviour modification programmes for children
- Prepare periodic reports for submission to the Manager of the facility in prescribed format and in designated timeframe
- Supervise Health & Social Care Assistants
- Complete reports on the state of the children
- Complete Incident reports
- Maintain miscellaneous records relating to the care of the wards
- Complete Performance Appraisals for Direct Reports as required
- Maintain log of hours worked by staff on shift
- Assign duties for shift
- Review work assignments
- Utilize grievance procedure as necessary
- Perform any other related duties as assigned from time to time

PERFORMANCE CRITERIA

- Record of all children are updated and maintained at all times
- Medication is secured at all times
- Medication is administered according to prescription
- Confidentiality is maintained at all times
- Wards are supervised at all meal times on a daily basis
- Adequate supplies and clothing for personal care of children are available at all times
- Scheduled recreational activities for children are implemented
- Oversee and monitor daily schedules of the wards
- Errands completed in a timely, accurate and professional manner
- Health concerns of wards are addressed
- Children accompanied for medical and counseling treatment as scheduled
- Stipulated behaviour management system and guidelines adhered to at all times
- Incidents logs maintained according to stipulated procedure
- Attend all staff meetings as required

JOB DIMENSIONS (AUTHORITY, SCOPE AND IMPACT OF JOB)

- To assign duties
- To access relevant records
- To implement disciplinary action when necessary and according to Guidelines

QUALIFICATION & EXPERIENCE

- Associate degree in Social Work or Practical Nursing
- Supervisory Management certification
- Three (3) years' experience in a direct or related environment
- Valid Food Handler's Permit

OR

Any equivalent combination of education and experience

REQUIRED COMPETENCIES

- Knowledge of the Child Care and Protection Act, Children (Adoption) Act and other relevant legislation
- Knowledge of Child Development Agency procedures and practices
- Knowledge of issues affecting children locally and internationally
- Caring, patient and a good listener
- Good time management skills
- Excellent oral and written communication skills
- Ability to work under pressure
- Must be dependable, courteous and a team player
- Good report writing skills
- Good knowledge of CPR and First Aid
- Good knowledge of developmental stages of children
- Excellent supervisory management skills
- Good counseling skills

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Need to work flexible hours
- Required to work on shifts
- Must possess the ability to multitask
- Must be able to work under pressure

VALIDATION

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

CEO, Child Development Agency

Date