

JOB DESCRIPTION

Job Designation/ Service	Admissions Manager
Responsible to	
Direct reports:	
<p>Introduction: The Admissions Manager is responsible for managing the admissions process for children entering AWW. This role oversees all aspects of the admissions process, including assessment, placement, and ensuring compliance with relevant policies and regulations. The postholder is responsible for ensuring our processes in AWW are in line with admissions expectations as documented in the Social care common inspection framework (SCCIF): children's homes</p> <p>https://www.gov.uk/government/publications/social-care-common-inspection-framework-sccif-childrens-homes/social-care-common-inspection-framework-sccif-childrens-homes#evaluation-criteria</p> <p>"Children who are new to the home are always welcomed sensitively and with the best possible planning.</p> <p>The Admissions Manager plays a critical role in facilitating the smooth transition for children entering into our care and ensuring that their needs are met effectively.</p>	

Main Responsibilities and Specific Outcome Area's:

- Develop and implement effective admissions procedures and processes to ensure timely and efficient placement of children into care.
- Ensure all external, and internal assessments of children we are planning to admit have been considered to determine appropriate placement and support requirements.
- Liaise with social workers, families, and external agencies to gather relevant information and ensure the best interests of the child are met.
- Manage the placement process, including owning the placement sign off prior to admission.
- Monitor and review admissions practices to ensure compliance with statutory requirements and organizational policies.
- Provide support and guidance to staff involved in the admissions process, whilst facilitating a true team around the child approach to placement planning.
- Maintain accurate records of admissions, placements, and outcomes.
- Collaborate with other professionals within the organization to ensure a coordinated approach to child welfare and safeguarding. Through coordinating the initial placement planning and risk management processes.
- Participate in the development and implementation of strategies to improve admissions processes and outcomes.

- Ensure all statutory documents as documented in the children's home regulations are filed in AWW systems in line with expectations of 'The Children's Homes (England) Regulations 2015'
- <https://www.legislation.gov.uk/uksi/2015/541/contents/made>
- Stay informed about changes in legislation, regulations, and best practices related to child welfare and admissions.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed.

Health and Safety

A Wilderness Way Ltd aim to provide and maintain a positive, safe, and healthy working environment for our employees. In support of this, all employees are required to take reasonable care of themselves and others who may be affected by their actions as well as comply with Health and Safety regulations and other requirements.

Equal Opportunities

A Wilderness Way Ltd supports Equal Opportunities in Employment and opposes all forms of unlawful discrimination on grounds such as colour, race, nationality, ethnic or national origin, sex, marital status, disability, sexual orientation, religion or belief and age. You are expected to comply at all times to the Company's EO Policy and Guide to Equality document.

Safeguarding

AWW Ltd is committed to safeguarding and promoting the welfare of those individuals covered by regulated activity and expects all staff to share this commitment. It is an essential requirement that staff are aware of AWW Ltd's safeguarding procedures and staff have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

Person Specification

QUALIFICATIONS & SKILLS :

- Prior experience working in a similar role within children's social care.
- Knowledge of relevant legislation and regulations governing child welfare.
- Strong communication and interpersonal skills.
- Ability to work effectively in a multi-disciplinary team.
- Excellent organizational and time management skills.

- Critical thinking and problem-solving abilities.

DELIVERABLES

A comprehensive admissions process that is efficient, child-centered, and compliant with the children's home regulations.

Timely and accurate assessments of children in need of care.

Effective timely signed off placement plans of children entering our care settings.

Regular monitoring and review of admissions practices to ensure compliance and quality of service.

Documentation and reporting of admissions activities in a clear and detailed manner.

Support and guidance provided to staff involved in the admissions process, on status and progression of the admission.

Continuous improvement of admissions processes through the development and implementation of strategies.

Collaboration with internal and external stakeholders to promote positive outcomes for children in care.

Other work-related requirements

- Ability to support the core values of A Wilderness Way.
- To have an understanding of and positive belief in the promotion of inclusion and equal opportunities for all.
- Willingness to undergo a satisfactory enhanced DBS check and to register with the DBS Update Service **OR** hold a satisfactory enhanced DBS check for the correct workforce plus existing registration for the Update Service
- Full UK manual driving licence holder, preferably with no more than 6 points. Access to own vehicle for travelling between sites.