



PAC-UK



JOB DESCRIPTION – REVISED

Job title: Practice Manager

Service: PAC-UK, Child and Family Service

Salary: Grade 4 Point 29 – 33

Hours: 17.5 hours per week (2.5 days per week)

Location: Family Action Head Office, Wharf Road, London N1 7GR

Responsible to: Head of Child and Family Service

Summary of job:

In partnership with the Head of Child and Family Service, manage a therapeutic service for adopted children and their parents (as well as children in other permanent placements, such as fostering or special guardianship, and their carers). To be responsible for the day-to-day practice management Possibility of undertaking clinical work in additional hours.

Key tasks and responsibilities:

1. To assist the Head of Child and Family Service in coordinating and monitoring a consultation and therapeutic service for adoptive /permanent placement families in our Head Office according to ASA regulations and PAC-UK's strategic plan.
2. To provide line management to the counsellors and therapists in the service.
3. To provide regular case work supervision in accordance with our supervision policies.
4. To allocate case work in partnership with the Head of Service.
5. To provide oversight of any group work, particularly Non Violent Resistance (NVR) groups for adoptive parents and permanent carers.
6. To liaise with Local Authority and Regional Adoption Agency staff, or other referrers with regard to individual children and families.
7. To organise and participate in group supervision with outside supervisors (Consultant Psychotherapist, Psychiatrist).
8. To be available for support to team members and clinical case discussion/supervision when needed, outside formal supervision sessions.
9. To assist in managing and containing team dynamics.
10. To ensure that therapeutic resources are replenished, updated, and developed according to the theoretical and practice models of the service.



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11. To support team members with Safeguarding concerns and adhere to Family Action's Adult and Child Safeguarding Policies and Procedures, ensuring these are followed.
12. To assist in auditing and monitoring case records of PAC-UK, ensuring that information is accurately recorded and kept securely.
13. To be involved in recruiting and induction staff.
14. To carry out any other duties that may reasonably be required by the Head of Child and Family Service or other senior managers in Family Action.
15. To pro-actively and creatively assist in developing the Child and Family Service considering existing and new theories.
16. To take a proactive role in the promotion of the Child and Family Service.
17. To occasionally represent PAC-UK and Family Action at external meetings.
18. To be available for additional, informal management and supervision tasks as required.
19. To deputise for the Head of Child and Family Service.
20. To work as part of the PAC-UK and Family Action's management team.
21. To carry out at all times the responsibilities and duties of the post with due regard to Family Actions' policies & procedures



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Person Specification

1. A professional qualification in a relevant field e.g. child/adult/family and/or creative arts therapies and/or psychology.
2. Significant post-qualifying experience of adoption or fostering work.
3. Theoretical and practical knowledge of child development, early childhood trauma, adoption, permanency and attachment.
4. Experience of implementing existing and new methods of working (therapeutic or other) to improve service provision to families, with a positive impact on the lives of children and young people.
5. Proven ability to manage and offer reflective supervision to therapists in the team.
6. Excellent verbal communication and report writing skills.
7. Good understanding of Excel spreadsheets.
8. Ability to use databases.
9. Ability to handle multiple priorities while working to deadlines.
10. An awareness of the principles of equal opportunities and a commitment to their implementation.
11. Flexibility to work off site and occasionally work outside normal working hours as and when required.
12. Able to evidence Family Action's values at all times, which underpin our mission of 'building stronger families' by:
 - a) Being people focused
 - b) Reflecting a 'can do' approach
 - c) Striving for excellence in everything we do
 - d) Having mutual respect for everyone we work with, work for and support through our services