

Job Description

Job Title:	Deputy Manager
Reportable to:	Registered Manager
Accountable to:	Regional Director
Hours:	42 hours per week – over a 7 day rota including evening and weekend shifts x 52 weeks. On call duties.
Accountable for:	Residential Care Workers and Team Leaders

Purpose of the Job: To deliver high standards of care, protection and support to children and adults with learning disabilities and related complex needs by facilitating their physical, psychological, emotional and recreational development.

Tasks/Duties and Responsibilities

- To assist the Registered Manager in ensuring that the Home meets the standards and expectations of its Statement of Purpose
- To assist the Registered Manager and take charge of the home in the Manager's absence
- To safeguard and promote the welfare of children, adults and to ensure that the quality of care provided is consistent with Standards.
- To assist in the establishing and maintenance of a competent, motivated and confident staff team and to offer leadership, managerial direction, guidance and support to the staff team
- To ensure that the Home's policies and procedures are adhered to and that resources are managed effectively.
- To monitor systems for the efficient administration of the Home and to ensure that the fabric of the Home, equipment, appliances and grounds are maintained to the highest order in accordance with Health and Safety requirements
- To liaise on behalf of the Registered Manager, with Local Authorities, School, Health and other professionals to achieve best outcomes for young people as directed by the Registered Manager
- To actively promote the Home's equal opportunity and antidiscriminatory practice policies
- To ensure that all children and adults are registered with relevant medical services and that they attend to all their appointments
- To monitor medication administration records for all children and adults and carry out unplanned audits of medication in the home as directed by the Registered Manager

Supervisory Responsibilities

Responsible for supervising the staff team and carrying out supervision sessions as requested by the Registered Manager
To ensure that all key workers are effectively conducting key work sessions and maintaining all case records up to date.

Equal Opportunities

All children and adults are equally entitled to have their needs met in a fair and balanced way. Senior Residential Care Workers are responsible for promoting equal opportunities for all and for challenging any behaviour or practice which discriminates against any child, adult or colleague on the grounds of race, religion, disability, age, gender, sexual orientation or any other perceived difference.

Specific Duties and Responsibilities

To meet the needs of children and adults through:

- Ensuring that each child and or adult has a plan which reflects his / her care, education, social, emotional, cultural, and therapeutic and health needs.
- To ensure that the placement plan is regularly reviewed as directed by the Registered Manager
- Assist the Registered Manager in allocating a Key Worker and a Co-Key Worker for each person with the principal responsibility of implementing the Care Plan.
- Establishing and monitoring high quality standards of care in line with Standards and the Home's Statement of Purpose and developing quality assurance measures to ensure these standards are maintained.
- Monitoring systems in which children and adults are consulted about the quality of care they receive.
- Working in partnership with parents, carers and other professionals to safeguard and promote the welfare of young people
- Attending and contributing to our children and adults care planning and review meetings as directed by the Registered Manager

To manage a staff team through:

- Ensuring a high level of staff retention.
- Assist the Registered Manager in developing a management style which balances the need to exercise control and give direction with the need to offer staff the opportunity to contribute to decision making.
- To assist with on-call duties.
- Ensuring that all new staff receive a proper induction to the Home in line with Business policy.
- Ensuring that each member of staff has a supervision contract and receives supervisions in a frequent and timely manner
- Ensuring that each member of staff has a personal development plan.
- Attend team meetings to facilitate communication and provide opportunities for consultation and staff development.
- Reporting and assisting the Manager in resolving issues of staff motivation and morale
- Reporting and assisting the Manager in issues in relation to conduct and competence of staff.
- Promoting personal and professional development through the appropriate delegation of duties and responsibilities.

To monitor systems which ensure the effective allocation of resources through:

- Ensuring adequate staffing levels that meet the needs of the Home as directed by the Registered Manager
- Ensuring that budgets are managed effectively and the use of finances is properly monitored.
- Ensuring that the Business vehicle(s) are clean and regularly maintained and not damaged
- Monitoring closely the fabric of the building (including fixtures, amenities and grounds) and taking remedial action where necessary.

To promote the efficient and effective operation of the Home through:

- Developing in consultation with children, adults and staff routines in relation to all aspects of care.
- Clarifying expectations in relation to maintaining the Home in a clean and orderly condition.
- Monitor recording systems in place and ensure that they comply with required standards.
- Attending to all administration issues in relation to the Home as delegated by the Registered Manager and/or in his/her absence.

General

- To receive training appropriate to role and maintain an up to date training profile
- To maintain up to date knowledge of the statutory and procedural framework for residential care and communicate this to staff as appropriate.
- To undertake any other Managerial duties as may be delegated by the Registered Manager.

Special Conditions

This post requires the Deputy Manager to do varying shifts, which include early morning and late evening work and an on call rota system. The post holder also is required to work weekends as part of a rota and Bank Holidays.

On occasions you may be requested to change your rota at a given notice to ensure the contingencies of the service are covered. This may also include covering at short notice in an emergency situation.

In accordance with the guidelines on Health and Safety, to accept responsibility for working within these guidelines and reporting any concerns to the Registered Manager.

This post requires the holder to have a clear enhanced Disclosure and Barring Service check at all times. Changes to personal circumstances which may effect this must be notified to the Registered Manager immediately.

To undertake such other duties appropriate to the business needs of the post.

Personal:

- To take responsibility for own professional development.
- Keep abreast of good practice, Business policy and procedures in order to develop skills, knowledge and experience and to undertake all mandatory training.
- To make use of regular professional supervision.
- To undertake and feedback on relevant training courses

Hours and Annual Leave

- A flexible 24-hour rota system is worked including evenings and weekends.
- Holiday entitlement: 28 days holiday per year including statutory Bank Holidays.

Place of Work

- Deputy Manager's place of work will depend upon their specific Home, however they may be expected to help out in one of the other Business residential homes.

Probation Period

This position is subject to successful completion of six months probation period. The Registered Manager in consultation with the Responsible Individual may terminate or reverse the appointment as a result of poor performance/incompetence or any such practice not befitting a Team Leader.

This is a description of the job as it is at present constituted. It is the practice of the Business to periodically examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. It is the Business's aim to reach an agreement on reasonable changes, but if agreement is not possible the Business reserves the right to insist on changes to your job description after consultation with you.

Employee Name: _____

Employee Signature: _____

Date: _____