

Job Description –Deputy Home Manager

Job Title: Deputy Home Manager

Responsible to: Home Manager

Job Specification:

WELL LED: To take responsibility for and effectively supervise the day-to-day running of the home in the absence of the Manager.

RESPONSIVE: To take a professional accountability in respect of the clinical management of the home.

CARING: To promote a caring environment for residents through high standards of professional practice which are conducive to the physical, emotional, social, intellectual, and spiritual needs of our residents

EFFECTIVE: To demonstrate a clear understanding of the Francis Report and Duty of Candour

EFFECTIVE: To demonstrate a good understanding of the 6 c's as identified in the Francis report

WELL LED: To demonstrate leadership of your staff team and to act as a positive role model ensuring your presence is visible within the community of the home.

RESPONSIVE: To ensure appropriate staffing levels and skill mix are deployed throughout the home at all times by effective creation and management of the home rota for the care side of the home.

EFFECTIVE: To ensure that each resident receives care appropriate to their individual need.

WELL LED: To manage expenditure in accordance with allocated budgets in the absence of the Home Manager.

WELL LED: To implement the requirements of the recognised fundamental standards for Care Homes for Older People, published in accordance with the Care Home Act 2008 and 2014 and ensure that all outcomes are met.

RESPONSIVE: To take part in the on-call system for the home in conjunction with the Home Manager

WELL LED: To be physically involved in the care of the residents and to meet all resident's individual needs, either personally or through delegation. To take responsibility for and effectively supervise the day to day running of the home, in the absence of the Home Manager.

Person Specification:

Essential:

At least 3 years experience in a similar role
Genuine interest in working within a caring environment
Level 5 in Leadership and Management, RMA or working towards it
Ability to communicate effectively at all levels.

Team Player

Willingness to participate in vocational training programmes

Satisfactory police check and check against the ISA list (where applicable)

Basic understanding of the Health and Safety at Work Act

Good Understanding of Infection Control

Good knowledge and Understanding of the mental capacity act and DOLS and how it is implemented

Excellent Care Planning Experience

Experience of leading a team

Desirable:

Evidence of continuing professional development

Previous experience of working with assessing client needs

Experience in Audit completion and management

Job Description:

Residents

1. To ensure that the standards laid down by the Home Manager and the Company are implemented at all times.
2. To communicate on a regular basis with the Home Manager on events that occurred in his/her absence and vice versa.
3. To report and record all complaints, accidents, happenings or untoward incidents to the Home Manager as Company Policy and Procedure.
4. To ensure all service users have an equal opportunity to enjoy a friendly homely atmosphere within the establishment.
5. To provide a planned programme of care, recorded and reviewed at regular intervals for each individual service user according to Company Policy and Procedure, CQC essential standards of quality and safety
6. To ensure there is a named person for all residents to take responsibility for the Care Plans of those people. Assessing, implementing and evaluating each person's physical, psychological and social needs quarterly or as needs change as the Company Policy and Procedure.
7. To ensure all resident's records are stored according to Company Policy and Procedure and the Data Protection Act 1998.
8. To introduce and maintain standards of care to meet the total needs of each service user in accordance with Company requirements, CQC essential standards of quality and safety
9. To read and implement the Company Policy and Procedure for Infection Control. To have an awareness of or willingness to undertake training in CQC and all regulatory requirements for Infection Control.
10. To read and promote the Company Health and Safety Policy and Procedure in accordance with published guidance from the Health and Safety Executive. To undertake Health and Safety training as required.

11. To ensure residents are supported to maintain close links with the community through their relatives, friends, volunteers, clubs and other organisations.
12. To oversee provision of care support, parties, in-house entertainment and outings to theatres, seaside, etc. as appropriate.
13. To ensure staff/volunteers are available for escort duties whenever possible (i.e. hospital visits, outings, shopping trips, etc.).
14. To facilitate the flash meeting in the absence of the Home Manager

Marketing

1. To support the Home Manager to maintain full occupancy of the home within fee structure and residents' suitability.
2. To support the Home Manager to maintain waiting list of enquirers and follow up enquiries.
3. To promote the use of the compliment cards in respect of carehome.co.uk
4. To ensure that vacant rooms are clean and tidy and always available for viewing as per company Documentation

Staff

1. To be responsible for the management of all staff.
2. Offer consultation appraisal and supervision to all staff on a regular basis in accordance with the Sanders Senior Living Supervision Policy and maintain appropriate records.
3. Develop staff skills in preparation for promotion or additional responsibilities.
4. To lead, supervise and mentor new care staff in carrying out their responsibilities
5. To ensure coverage of the home at all times, making the best possible use of staff resources.
6. Preparation of duty rotas, at least four weeks in advance at all times, in liaison with the Home Manager ensuring budget staffing levels are adhered to.
7. To ensure that all staff receive a through induction following company policy and ensuring that all documentation is completed in full and filed away.
8. To carry out competency assessments as per the company policy and procedure

Training

1. To assist with training needs of all staff as needed.
2. Help identify staff training needs.
3. To ensure staff are aware of mandatory training and available to attend training dates. Maintain training matrix above 95%
4. To enable you to have the appropriate knowledge and skills for safe and effective practice. You must participate in appropriate learning and practise activities that maintain and develop your competence and performance

Administration

1. To ensure the completion of returns for Company Head Office.
2. To ensure consumables budget is adhered to (cost effective management).

3. To understand and oversee the implementation of Health & Safety at Work Act.
4. To monitor standards of cleaning. Ensure the appropriate segregation of clinical and other waste materials and ensure they are disposed of in accordance with current legislation and Company Policy and Procedure on Clinical waste
5. Ensure that the Company policy in the handling of residents' personal and financial affairs is adhered to.
6. To comply with safe keeping of residents' cash/valuables as per conditions of Company's contract of admission.
7. To liaise with external bodies for example Local Authority offices and Department of Health and Social Security, medical practitioners, hospitals, dentist, district nurses, chiropodist, physiotherapy, etc.
8. To organise directly and participate in special functions as required by Home Manager, Senior Managers and Directors.
9. To attend company seminar events
10. To undertake any training necessary for the completion of your duties including the Level 5 in Management.
11. To attend/ hold staff and other meetings as requested.
12. To undertake any other duties as and when required.
13. To abide by all company Policies and Procedures in accordance with the Staff Handbook and Policy and Procedure File.

This Job Description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.

Sanders Senior Living reserves the right to amend this Job Description from time to time, according to changing business needs. Any changes will be discussed with you and confirmed in writing. Please note that you share with Sanders Senior Living the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

Please sign, print your name and date below to indicate your acceptance of this Job Description.

Signature.....

Name.....

Date.....