



N NOTARO HOMES LTD

JOB DESCRIPTION

Job Title: Deputy Home Manager

Responsible to: Home Manager

Accountable to: Operations Manager

The Purpose of the Role

Responsible for supporting the Home Manager with the day to day running of the home, with overall responsibility of the home and meeting its statement of purpose in the absence of a Manager.

To provide all necessary support to our service users, enabling them to live an active and fulfilled life whilst promoting a happy and friendly environment.

To work with the Home Manager to regularly monitor all areas of the Home to ensure at all times the highest achievable standards of care and support are delivered to the service user whilst working within the defined company policies and procedures.

Ensure all support and care practices are evidence based and reflect current trends.

Provide a role model for all other staff working within the Home.

Create an open, positive and inclusive atmosphere.

Demonstrate strong positive ideas about professional practice and development and promote the rights of the service users (particularly privacy, dignity, independence, choice and self fulfilment) whilst adhering to National Minimum Standards, and all relevant legislative requirements.

Liaise closely with, and build a sound professional working relationship, all other professionals e.g. Doctors, Social workers, Registration and Inspection Officers etc. who visit the Home.

Management Responsibilities

- To motivate all staff within the Home
- To take part in the assessment, planning, implementation and evaluation of all care and support delivered to service users.
- To assist, as requested, in all home audits and reviews.
- To assist the Home Manager with the selection of staff for employment within the Home.
- To continuously seek out ways of developing the service provided to the clients.

- To maintain excellent lines of communication with all outside agencies, including service purchasers.
- To manage resources effectively and efficiently.
- To manage staff by ensuring completion and adherence to staffing rotas.
- To monitor all clinical standards on an ongoing basis, and ensure corrective action is immediately taken to resolve any care or support deficits identified
- To monitor and audit all medications/the administration of all medications and, where necessary, order as required
- To work with the Home Manager to ensure all training is up to date and ongoing for all staff members.
- To supervise the induction, support, and ongoing training of all new staff.
- To promote high standards of record keeping.
- To ensure that all staff are aware of the importance of maintaining confidentiality with regards to service users and their records, and other sensitive information regarding N Notaro Homes Ltd business.
- To counsel, advise and support all staff.
- To ensure all Health and Safety standards within the unit are monitored and any shortfalls identified and reported to the Home Manager.
- To be responsible for service user safety within the unit ensuring risk assessments are completed as required and evaluated regularly.
- To adopt and promote high standards of multidisciplinary care input.
- To ensure domestic staff clean and maintain the home to a high standard, in line with Company policy cleaning schedules.
- To attend multidisciplinary reviews as required.
- To monitor dietary intake for all service users and to liaise with other care professionals to ensure service user's needs are met.
- To assist in any reviews of job descriptions and staff appraisals as requested by the Home Manager or Operations manager.
- To promote and maintain advocacy for service users who may require this service.
- To be on call for emergencies and to provide professional advice to other team members.
- To support the Home Manager in all areas of management within the Home as required, including being 'on call' for the home at weekends on a rota basis.

General responsibilities

1. To familiarise with and follow company policies and procedures
2. To abide by the employment hand book policies
3. To promote good team work practices
4. To carry out the correct use of equipment and report any faults
5. To report any incidents and accidents

6. To report any concerns or observations regarding any matter concerning the comfort and welfare of our service users promptly abiding by safeguarding vulnerable adults guidelines
7. To comply to company confidentiality practices
8. To observe the safe custody of service users possessions as required
9. To produce with the service users a personal centred care plan and review every month
10. Enable and encourage service users to have meaningful input into the day to day running of their home
11. To support service users on an individual basis
12. To respect service users privacy, dignity and choice
13. To liaise with service users friends relatives and care professionals to develop and monitor, with the service users, their care and support plans
14. To support service users to use mainstream health services, transport and sport and leisure facilities and become actively involved within the community
15. To support a non-restrictive environment which allows service users to grow and develop to their full potential
16. To identify the best way to meet service users expectations and goals
17. To encourage service users through daily occupations and activities
18. To support service users to maintain a good standard of personal health and hygiene
19. To support service users personal development
20. To assist and support service users with their daily care
21. To record outcomes daily and update care plans and support packages as required
22. To support service users in administering medications, and in some cases administer, service users medication
23. To attend service user and staff meetings as required
24. To attend 1:1 supervision sessions
25. To attend all mandatory training and be aware of all steps to take should an allegation of abuse be made
26. To promote anti-discriminatory practice through out the work force and maintain equality and diversity throughout our service

Essential Criteria

- Experience within a relevant care support setting
 - An ability to communicate a clear sense of direction and leadership
 - Management experience in a relevant care setting within the past 5 years would be preferred but not essential.
 - Is qualified to NVQ Level 3 or 4, or working towards it, in care management or its equivalent.
1. Evidence of having undertaken periodic training to update his/her knowledge, skills and competence.
 2. The applicant should have been in employment recently and show evidence of being up to date with current legislation, mandatory requirements.

Be able to carry out any other necessary duties as agreed with Directors / Operations Manager / Home Manager.

This is not intended as an exhaustive description of duties and responsibilities and may be amended following consultation with the post holder.

I acknowledge the receipt of the above job description:

Name: _____

Signature: _____

Date: _____

When signed, please return to the Home Administrator.
One copy will be retained in your personnel file and the other is for your personal reference.

Reviewed June 2008 / CBa