



JOB DESCRIPTION

Job Title	Deputy Home Manager
Responsible to	Registered Care Home Manager
Responsible for	Delegated Staff
Post Objective	1) To assist the Home Manager to develop and sustain a successful business providing quality care for older people. 2) Together with the Home Manager, to be responsible for all aspects of the operation of the home.

SUMMARY OF MAIN RESPONSIBILITIES

GENERAL MANAGEMENT

1. To ensure the Home and all its services function in accordance with company policy and procedures and in conjunction with the Home Manager meets the requirements of the Care Quality Commission. This includes taking responsibility for the Home in the absence of the Registered Home Manager.
2. To share with the Registered Manager responsibility for overseeing broad aspects of the management of the Home, including care, staff, and finance.
3. To comply at all times with the company's Equal Opportunities policy and procedures.

CARE OF RESIDENTS

4. To establish and maintain effective relationships with relatives and outside professionals and develop links with local groups who might help and support the Home.
5. To oversee the correct implementation of Company risk assessment policies and procedures with regards to the safe care of the residents.
6. To take responsibility for the implementation of the Company's medication, procedures within the Home, ensuring staff are appropriately trained and that records are maintained in accordance with statutory requirements.
7. To oversee admissions to the Home, including assessments, reviews, and the formulation of care plans for new and existing residents.
8. To ensure the provision of excellent personal care to residents including practical demonstrations of best practice when required.
9. Ensure that the Home offers a warm, caring, stimulating and homely environment to all its residents, which recognises their collective and individual needs and aspirations.
10. To oversee the provision of high quality respite and day care services to clients as required.

STAFF

11. To participate in the management of staff by assisting the Registered Manager with the recruitment and deployment of staff, staff meetings, learning and development, supervision and appraisals.
12. To manage the home's training strategy including producing the home's annual training plan and ensuring all staff receive appropriate mandatory training, including induction, moving and handling, medication, health and safety, first aid and basic dementia care.
13. To take responsibility for implementing the staff rota ensuring that annual leave, training and sickness absence cover is provided in the most cost effective manner.
14. To assist the Home Manager with the overall performance management of the staff within the Home,

including absence, capability and discipline.

15. To undertake any other duties, depending on skills and competency, to enable the efficient running of the Home.

GENERAL

14. Competent in E-mail, Microsoft Word and Excel.



PERSON SPECIFICATION

Job Title Deputy Home Manager
Department Care Homes
Line Manager Home Manager

		ESSENTIAL (E) DESIRABLE (D)
SKILLS/ ABILITIES	<ul style="list-style-type: none"> o NVQ or equivalent, level 3 or 4 in Health and Social Care o Excellent people management skills with a proven ability to lead from the front and earn respect from the team. o Excellent numerical, verbal and written communication skills. o Ability to motivate, encourage and involve staff at all levels in the home. o Good computer skills in E mail, Microsoft Word & Excel. o Excellent organisational skills. o Able to work to tight deadlines and to be self-motivated. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
KNOWLEDGE	<ul style="list-style-type: none"> o Demonstrable knowledge and understanding of dementia care. o Good knowledge of financial systems in regards to budgeting and budget controls o Good working knowledge of relevant legislation e.g. mental capacity act and deprivation of liberty. o An excellent appreciation of the needs of older people and their families. 	<p>E</p> <p>D</p> <p>E</p> <p>E</p>
EXPERIENCE	<ul style="list-style-type: none"> o Substantial experience of working in the care sector providing care for older people. o Experience of managing budgets and working within their constraints o Relevant and demonstrable experience of the effective management of care, staff and budgets. 	<p>E</p> <p>E</p> <p>E</p>
PERSONAL QUALITIES	<ul style="list-style-type: none"> o Ability to promote the values of Quantum Care. o Ability to work shift patterns, including weekends and to be on call as required. o Upholds the very highest professional standards. 	<p>E</p> <p>E</p> <p>E</p>