

## **JOB DESCRIPTION**

**Position:** ASSISTANT MANAGER

**Salary Scale:** Spinal Point 23 – 25

**Responsible To:** Homes Manager

### **Job Purpose**

- To be part of the Management Team responsible for the overall management and day to day running of a CHOICE home in accordance with National Care Standards and current Company policies, ensuring the highest obtainable standard of care and support is provided to all service users within home.
- To contribute and participate in providing quality care and life experiences based upon the six basic values of privacy, dignity, independence, choice, rights and fulfillment.

### **Main Duties**

#### **Service User**

- a) To help provide a therapeutic structured and relaxed environment in which service user's can develop and enjoy their lives.
- b) To ensure that medication is administered in line with Company policy.
- c) To oversee and organise the daily recording of information relating to service users.
- d) To participate in life planning for particular service users to include:
  - Identifying the service user's emotional, physical, psychological, social and spiritual needs and make appropriate decisions for action in consultation with the Management team.
  - Delivering of a clearly defined programme of care for each service user within the home and ensuring that such client files are recorded and maintained accurately.
  - Liaising with relatives, Care Managers and other professionals in consultation with the Manager of the home.
- e) To ensure that the agreed psychology guidelines for each service user are followed in conjunction with the Management team and Psychology Department.
- f) To assist in the development of guidelines for service users and ensuring monitoring and liaising with the Psychology Department.
- g) To use initiative in making the best use of all available resources in the home, to meet the needs of each service user.
- h) To assist in maintaining a good standard of hygiene and tidiness within the home and, when required, to check all equipment including emergency and fire equipment.

- i) To ensure accurate recordings and reporting of all accidents and incidents that may occur involving service users and or staff and to record relevant information in the appropriate place.
- j) To prepare reports and participate in service user's reviews as required.
- k) To supervise and share mealtimes with service user's, to encourage a positive attitude towards food and appropriate behaviour at mealtimes.
- l) To use initiative in creating and delivery of appropriate leisure opportunities for service users.
- m) To assist in the delivery of day care opportunities following individual activity programs in conjunction with, and following guidance from day service staff.
- n) To accompany and organise transport which requires service users to attend activities outside of the home.

## 2. **Staff**

- a) To assist in the recruitment and selection of new staff.
- b) To assist in the Induction Program of all staff.
- c) To assist in the training profile achievements of all staff.
- d) To assist in the performance and supervision of all staff.
- e) To assist in the overall daily management of the home by taking responsibility for coordinating activities during a shift as required.
- f) To support and advise new and less experienced staff in the implementation of procedures and service user guidelines.
- g) To facilitate good communication within all levels of the staff team.
- h) To work with all staff in providing an effective 24-hour service and to demonstrate a reasonable degree of flexibility to ensure all shifts are covered with the required staffing levels
- i) To look after the general appearance of the house and report any defects to the senior staff member on duty.
- j) To participate in staff meetings, contributing to the review of current working practices and future developments.
- k) To participate in providing on-call support out-of-hours to staff on shift.
- l) To undertake any temporary duties as required by the Homes Manager in times of emergency.