



# Choice Care Group

Positive Outcomes For Adults With Complex Needs

## **JOB DESCRIPTION**

**Position:** DEPUTY MANAGER

**Salary:** Spinal Point 26-31

**Responsible To:** Homes Manager

**Accountable To:** Operations Manager

### **Job Purpose:**

To assist and deputise 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.

### **Main Duties:**

#### **Service User**

To advise and direct staff to ensure that there is:-

1. Support to the service users within the residential service.
2. Assist in the organisation and monitoring of the service in conjunction with the Manager – ensuring the high quality of all aspects of the service, encouraging its development, incorporating the changing needs of service users.
3. Act up or stand in for the manager when requested to do so, or in times of sickness, annual leave or other circumstances that might arise.
4. Act as a communication link within the home for both the people who live and work there and to their relatives, friends, advocates and professional colleagues.
5. Act as support to the service users who live in the service, its staff and to relatives when required.
6. Encourage service users to make decisions for themselves.

### **Other Management Duties**

1. Co-ordinate and make the best use of available resources throughout the home.
2. Ensure that the agreed company policies are understood and incorporated into good care practice.
3. Contribute to policies regarding the home and service users care procedures, ensuring once agreed, they are understood and incorporated into staff induction and training.
4. Maintain good order and cleanliness in the home, directing staff where appropriate. Encourage the people who live in the home do take responsibility for the upkeep of their home.
5. Appropriately care for and where appropriate check all equipment in the home, including emergency equipment.
6. Report accidents, unusual incidents and health hazards according to company procedure and inform Head Office.
7. Act as facilitator in multi-disciplinary teamwork and where appropriate lead reviews and staff meetings.

### **Staff**

1. Co-ordinate induction of staff in conjunction with the Manager.
2. Ensure the staff team are well supported and regularly supervised on an individual and group level.
3. Staff development and related problems:-
  - a) general home management and needs
  - b) future needs (forwards planning)
4. Refer to the Manager on matters of staff discipline and be involved in processes where appropriate.
5. Enable all staff to adapt a holistic approach to ensure all the persons' needs are met, be they social, emotional, cultural, spiritual, education.
6. In conjunction with the Manager delegate areas of responsibility among the team and support team members with their responsibilities.
7. Collaborate with your colleagues to provide an effective 24-hour service.

## **Administration and Finance**

1. Undertake responsibility for Managing finances of the home.
2. Report to and communicate with the Manager about:-
  - c) all aspects of service users care
3. Help maintain safe custody of drugs, including controlled drugs. Check and witness the administration of drugs. Ensure regular review of medication in conjunction with professional colleagues (psychiatrist/GP).
4. In conjunction with the Manager and Psychology Department, assess the persons clinical condition and co-ordinate appropriate interventions.