



Job Description for Deputy Home Manager – Residential and/or Nursing

Job Title	Deputy Home Manager – Residential and/or Nursing
Reports to	Home Manager
General scope of post	<p>The Deputy Home Manager is responsible for the management of the Home alongside the Home Manager in accordance with policy and guidelines laid down by the Orders of St John Care Trust.</p> <p>Ensures the emotional, spiritual, physical, medical and material needs of the Resident are recognised, assessed and met where possible. This will involve ensuring there are regular planned reviews, assessments and formulation of care plans for all users of the services in liaison with other professional workers.</p>
Key Accountabilities	<ul style="list-style-type: none">• To promote current philosophies and promote modern practices.• To act in a professional manner at all times and to uphold the Trust's Code of Conduct.• To establish effective liaison with other healthcare professionals.• To lead, direct, supervise and support employee working within the Home in providing a network of services which can respond flexibly to the needs of the Residents as individuals.• To appoint employees at all levels below that of Care Services Manager which will include advertising as necessary, taking up references, conducting interviews, completing health checks and applying for disclosure in line with the procedures outlined in the Personnel Manual. Holding exit interviews.• To provide induction training, information and effective performance management to employees as appropriate, ensuring they are conversant with their duties, rights and responsibilities.• To promote good communication by means of employee meetings, written and verbal reports and encourage openness at all levels.• To monitor employee duties and performance. Ensure probationary periods are managed appropriately. Deal with informal disciplinary matters and action formal disciplinary procedures through the appropriate channels.• To ensure mandatory training requirements are met in the Home (including directives from external bodies in relation to employee induction programmes) and that clear, up to date individual training records are kept on every member of employee.• To ensure employee levels and skill mix is maintained planning rotas as required.• To abide by and ensure all employees adhere to the Trust's Policies and Procedures.• To maintain confidentiality at all times.• To set an example by aligning behaviours and actions with the Trust's values and creates a culture that promotes a high quality service and the maintenance of standards and requirement.• To be able to lead and support change.

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- Be a key member of the Rostering Team and work in line with the Trust's roles and responsibilities matrix for rostering
- Take responsibility for all elements of the rostering process to ensure adequate shift coverage and employees are paid correctly first time, and be accountable in the absence of the manager

Number of Direct Reports	This role has direct reports relating to the home structure.
Financial Responsibility	This role has financial responsibility specific to the home.
Knowledge, skills & Abilities	Must be able to demonstrate literacy and numeracy skills in the English language QCF Level 3 in Health and Social Care but willing to work towards Diploma Level 4 or 5 or equivalent Registered Manager Award or equivalent an advantage Active and current Nursing PIN is essential for homes with Nursing.

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Person Specification

ESSENTIAL		DESIRABLE	
<u>Qualifications:</u> Must be able to demonstrate literacy and numeracy skills Diploma Level 3 or equivalent and willingness to work towards Level 4 and 5 Active and current Nursing PIN for homes with Nursing	E1	Active and current Nursing PIN Registered Manager Award or equivalent	D1
<u>Experience:</u> Works independently and supports team to ensure the customers' needs are met and team goals are achieved Previous management experience in a multi-disciplinary care environment	E2		
<u>General Aptitude:</u> Ability to work under pressure Ability to manage change Ability to manage multiple priorities effectively	E3	Ability to work within strict legislative and financial constraints	D2
<u>Motivation:</u> Demonstrates qualities to deliver the Trust's vision and values appropriate to this level	E4		
<u>Knowledge:</u> Understanding of Health and Safety issues in residential care, risk assessments, care plans, key caring, infection control, essentials of food and hygiene Understanding of Social Care Act 2008. CQC outcomes Experience of leading a team of employees Marketing/Business acumen in a care setting	E5	Legislation relevant to recruitment and selection	D2