



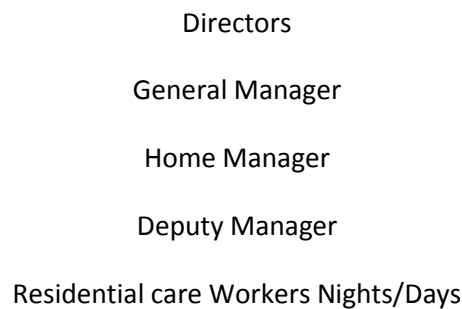
Job Description

Deputy Manager

1. Job Purpose

- To assist the Home Manager in all aspects of the day to day running of the home on a 24 hour basis. To ensure all aspects of the management of the home meet with the national care standards act 2000 and the requirements of CSCI.
- To act up for the Home Manager across the whole range of their duties in the absence of the Home Manager
- Assist the Home Manager with the budgetary management of the home on a day to day basis including the Homes floats and residents monies.
- Will be responsible for assisting in the management and supervision of the staff team.

2. Organisation Chart



3. Knowledge Skills and experience required

Essential:

- Relevant Professional qualification (e:g NVQ minimum level 3)
- Full Driving Licence

Preferred:

- Minimum of two years experience in residential/caring setting of which at least one year must be with people with learning disabilities
- Awareness of the principles of Person Centred Planning
- Knowledge of National Care Standards Act 2000
- Good written and oral communication skills.
- Some Experience of supervising staff

4. Key Responsibilities

To work in conjunction with and under the guidance of the Home Manager to

- Be responsible for the total management of the Home
- Ensure that the residents are provided with the highest standard of care
- Ensure that residents are enabled to fully participate in decisions affecting their lives, embracing the philosophy of person centred planning. To ensure all options are explored in an attempt to have the residents decisions /choices are met – including outside activities
- Take a committed involvement in Quality Lifestyles training program
- Ensure staff training needs are met
- Create and maintain a high standard both aesthetically and safe within the home
- Create clear and effective lines of communication and working relationships, both within the home and with families, other professionals and agencies involved in the care of residents
- Attend meetings where appropriate
- Maintain a safe staffing level at all times
- Investigate any incidents, accidents or complaints that arise and report to Home Manager
- Assist in ensuring a consistent management approach across Quality Lifestyle's Homes by implementation and monitoring of all Companies policies and procedures.
- Keep abreast of new and developing services in the field of Learning Disabilities and Mental Health to ensure personal professional competency and that of subordinate staff is maintained.

Revised June 2008