

# **JOB DESCRIPTION**

## **Deputy Manager – Long Term Living Ledbury Road**

### **ORGANISATION RESPONSIBILITIES:**

**Reports to:** Registered Manager

**Supervises:** Senior Facilitators, Facilitators, Housekeeper, Cook,  
Medical Administrative Assistant.

### **MAIN PURPOSE OF JOB:**

- To work alongside the Registered Manager in the successful running of one of our long term residences for adults with acquired brain injuries, physical and learning disabilities in Hereford.
- To ensure that the highest standards of care and support are provided to the residents, fully promoting autonomy, participation and self-care.
- To support residents to be active citizens within the local community

### **PRIMARY TASKS:**

- To deputise in the Registered Manager's absence.
- To be the most senior person on duty during some day, evening and weekend shifts.
- To ensure the accommodation is adequately staffed and operating efficiently and effectively, taking into account resident's requirements whilst adhering to budgeted targets.
- To support the transition of new residents into their new long term home.
- To ensure high standards of individualised care for all residents by
  - Role modelling exemplary practice
  - Completing thorough care assessments,
  - Formulating, monitoring and reviewing care planning,
  - Care auditing of staff.

- To maintain resident's health, safety and well-being through liaison with medical and therapy teams, and individual risk assessments.
- To communicate effectively with all stakeholders and ensure all team members maintain a good standard of communication.
- To give and receive formal supervision and appraisals.
- To ensure that staff receive all the necessary training to enable them to carry out their duties effectively and to meet the standards determined by the organisation and statutory requirements.
- To liaise effectively with other organisational departments to ensure resident support is coordinated and delivered effectively.
- Quality Assurance: To be responsible for ensuring that National Star quality standards are promoted throughout the residence, and participate in the home's self-assessment process.
- To actively promote positive behaviour within the resident group and to liaise with other professionals including, behavioural and management teams to address issues when they arise.
- To ensure residents have good opportunity and effective support to become actively involved in the community, and to promote and encourage residents to be proactive within social and community activities in their residential area.
- Through personal example and clear action demonstrate commitment to equality and diversity ensuring equality of access and treatment in employment and service delivery to all.
- To promote and adhere to the organisation's health and safety policy and any other associated policies, procedures and guidelines.
- Carry out pre assessments for potential residents
- Administer medication and deliver the highest standard of personal care to residents when appropriately trained to do so in line with National Star policy and procedures.
- To undertake such other duties as may arise from time to time be determined by the Registered Manager or Senior Manager.

**Hours of work:**

37 hours per week, which will include evening and weekend working.

**Safeguarding**

National Star takes seriously its responsibility for safeguarding and is committed to safeguarding and promoting the welfare of young adults and children and requires that all colleagues share this and act accordingly by applying organisational policy and procedure and attending annual safeguarding training.

**Equality & Diversity**

Through personal example and clear action demonstrate commitment to equality and diversity ensuring equality of access and treatment in employment and service delivery to all.

**Health & Safety**

Promote the organisation's Health and Safety at Work Policy and Procedure and ensure these are implemented effectively within the department

<b>PERSON SPECIFICATION</b>
Ledbury Road – Hereford
Deputy Manager – National Star Long Term Living

ATTRIBUTE	ESSENTIAL	DESIRABLE
Qualifications	Relevant qualification at level 3 or above in health or social care	Recognised management qualification equivalent to the registered managers
Experience	Minimum 2 years' experience in residential care plus a minimum of 1 year at a level which includes staff management.	Experience of working with people with physical disabilities and associated learning difficulties.  Experience working with people with Acquired Brain Injuries and/or behaviour that challenges.
Skills/knowledge	Good level of verbal and written communication skills and numerical skills. Well-developed presentation skills. Problem solving skills. Self-reliance. Adaptability. Excellent knowledge of CQC Regulations and outcomes Able to administer medication and carry out associated duties.  Completed NSC 1 day Readiness management training. <i>(external appointments must attend within probation period)</i>	I.T. skills.  Administrative skills.  Experience of working to a budget  Ability to deliver staff training
Personal	Commitment and enthusiasm for providing outstanding care & support to and young adults with disabilities. High level of motivation. High standards in care of others. Able to motivate and lead others.	Evidence of commitment to own personal development.  Evidence of establishment of new initiatives and vision.

Other	Able to work at a variety of locations and make own travel arrangements. Ability to work weekends and unsociable hours.	Full driving licence inc D1 (re. minibus driving).
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