

JOB DESCRIPTION

Job Title: Deputy Manager

Responsible To: Manager

Accountable to: Director of Care Services

The Deputy Manager will be responsible for:

- Ensuring that those in their care are safe and receive a high standard of care that evidences respect and compassion at all times and complies with all Regulatory, Health and Safety and other Statutory requirements
- Ensuring that all Charity and project specific Policies and Procedures are adhered to, including, but not limited to, Safeguarding, Outcome reporting, Incident reporting, Risk Assessment and Care plan completion and review
- Ensuring the agreed budget is understood
- Assisting the manager in ensuring that all required management information is returned accurately and timely
- Assisting the manager in the recruitment of staff and ensuring that they are motivated and encouraged, formally supervised, trained and developed in accordance with Charity policies and procedures
- Working appropriately with your line manager in all matters and that they are notified on any matter that has caused, or has the potential to cause, harm to anyone in our care or any member of staff or any issue that affects significantly the continuing quality of service delivery
- Being responsible for the service in the absence of the manager

In order to achieve these outcomes will need to:

- Report and be aware at all times of any potential improvements to the service and how these may be taken forward
- Act in a professional manner at all times
- Ensure the safe and effective delivery of the service
- Complete, observe and review care/support plans, risk assessment and complete written daily recordings in line with policies and procedures
- Be proactive and support staff when dealing with difficult situations, ensuring any challenging behaviour is dealt with effectively, appropriately and without injury
- Administer medication or support to self-administer and ensure correct recording of all information in line with the medication policy
- Liaise with the manager to ensure that an effective rota is in place that ensures the continuing safety of those in your care and that those in charge in your absence are appropriately skilled and fully aware of their responsibilities
- Attend staff meetings at a frequency conducive to the needs of the service
- Attend all training
- Support the manager in ensuring staff complete training requirements and can effectively demonstrate their learning in practice

Every employee of St Cuthbert's Care must:

- Maintain confidentiality and observe data protection requirements in accordance with Charity policy
- Work flexible hours to meet the needs of the service which will include children's holidays and weekends
- Respect, work within and promote St Cuthbert's Care's Equality Policy
- Respect and work within St Cuthbert's Care's Christian ethos and ensure that this is upheld by all staff
- Ensure that the charity's Statement of Purpose is known and understood by all staff.

This job description is not exhaustive and some variations may be necessary.