

WINASH RESIDENTIAL CARE HOME FOR THE ELDERLY
DEPUTY MANAGER JOB DESCRIPTION

JOB TITLE: DEPUTY MANAGER
SALARY: Dependant on Experience & Qualifications £10.50-11.20/hr
ANNUAL LEAVE: 5.6 WEEKS PRO-RATA PER ANNUM
ACCOUNTABLE TO: PROPRIETOR
REPORTS TO: MANAGER
BASED: WINASH REST HOME
9 ALBERT ROAD,
CLEVEDON,
BS21 7RP

PERSON SPECIFICATION

1. Essential Qualifications:

- 1.1 Four years' experience of Care Work in a Senior role
- 1.2 NVQ 3 in Care or other relevant qualification and willingness to undertake further training

2. Essential Skills, Abilities and Experience

- 2.1 At least four years experience in the Care field of Older care
- 2.2 An understanding of the health needs of older people
- 2.3 Able to communicate effectively
- 2.4 Ability to work as a member of a team
- 2.5 Ability to use own initiative
- 2.6 Ability to organise and supervise Care Staff on a day to day basis
- 2.7 Ability to liaise with members of Primary Health care teams GPs, District Nurses, Social Workers, Pharmacists, CQC and OTs etc
- 2.8 Ability to work in partnership with Residents and their Families / Friends
- 2.9 Ability to develop / write Care Plans
- 2.10 Well developed written, verbal and interpersonal skills
- 2.11 Flexible approach to working shifts and changing shifts to cover service needs
- 2.12 Evidence of wish to further professional development
- 2.13 Ability to be on call on a rota basis for emergencies
- 2.14 Kind, caring and compassionate towards Residents, their families & staff
- 2.15 Honest & trustworthy

3. Desirable Skills, Abilities and Experience

- 3.1 Ability to organise Staff rotas
- 3.2 Car driver
- 3.3 Experience of supervising staff
- 3.4 D32 / 33 or A1/A2 or Assessor qualification

PURPOSE OF THE POST

To assist the Managers' in organising, supervising and developing the care of the Residents of Winash. Winash provides Residential Care for up to 32 Elderly people. Our aim is to provide a 'Home from Home' for Residents and to promote those individuals' privacy, dignity and personal beliefs. The post also requires that the Deputy work alongside Care Staff and provide direct care to Residents.

To assist the Manager in providing a service that is person centred, sensitive and responsive to the individual needs of residents, carers and relatives.

Regular supervision will be provided by the Manager.

KEY ACCOUNTABILITIES

- TO WINASH POLICIES AND PROCEDURES
- TO NMC CODE OF CONDUCT AND STANDARDS OF CARE OR ANY OTHER RELEVANT PROFESSIONAL BODY
- TO FULFILLING WINASH POLICIES AND PROCEDURES

MAIN TASKS

1. To develop, implement and evaluate care plans in meeting the needs of Residents.
2. To carry out personal care tasks for Residents such as bathing, dressing and toileting. A 'Hands on' approach.
3. To identify changing needs of Residents and to reflect these changes on Care Plans.
4. To provide information and support to clients and carers as appropriate.
5. To assist the Manager in developing and implementing teaching and assessment programmes for Care Staff.
6. To provide information to prospective clients and their carers.
7. To supervise and allocate Care Staff on a day-to-day basis.
8. The post holder would be required to work alternate weekends and arrive 20 minutes before the start of the shift. There would also be the expectation that one would be available at home to provide advice to care staff, or to attend Winash if required at short notice on a rota basis. Time off in lieu

will be given for any call outs. There would also be the requirement to work the occasional late shift (1-9pm). Shift patterns and hours of work to be confirmed in Job Offer letter.

9. To supervise Care Staff when they are developing Care Plans with their Keywork clients.
10. To assist in the assessment of prospective Residents.
11. Ensure maintenance of equipment within the Home.
12. To participate in any Inspections and to provide information to appropriate persons as required.
13. To carry out Supervisions / Appraisals and act as a mentor for allocated staff.
14. Administer, Order, Return & monitor medication administration throughout the Home.
15. To complete competency assessments for care staff.
16. Medicines Managements & auditing.
17. Accessing a joint management calendar tool.
18. Ability to work on a computer.
19. To complete Risk assessments.
20. To act as a role model for excellence in the provision and management of care needs.
21. To be able to physically carry out moving & Handling tasks safely.
22. To be able to take the lead in First Aid / Emergency situations.
23. Attending, contributing to and leading staff meetings.
24. To attend staff training and contribute to leading training sessions.
25. To audit care practice.
26. To keep knowledge and understanding up to date and maintaining CPD.
27. To act as an advocate / Escort for Residents to attend appointments.
28. To carry out End of life Care and act as role model for this.
29. Knowledge and understanding of legislation underpinning care practice ie Care Act 2014, CQC regulations.
30. To recruit & induct new staff to Winash.
31. Complete Induction assessments on new staff.
32. Train & mentor new staff.
33. Manage the day to day running of Winash and care needs on a daily basis as well as forward planning.
34. Taking a lead role in Safeguarding.
35. Strive for excellence, be enthusiastic & passionate about delivery the best quality of care possible.
36. Address dilemmas as they occur.
37. Any other duties deemed appropriate as agreed with line Manager.

NO SMOKING

Winash is committed to the concept of positive health & has a policy, which discourages smoking. Smoking is only permitted in certain outdoor designated areas.

This job description is intended as an outline of the general duties.

THE POST HOLDER WOULD BE REQUIRED TO GIVE TWELVE WEEKS NOTICE.