

2Care Job Role Description

Deputy Manager – The Knowl, Abingdon

Position:	Deputy Manager
Location:	The Knowl, Abingdon
Reports to:	The Project Manager

Position purpose

- To assist the Project Manager with the overall and daily management of the project.
- To oversee/maintain the care and support of service users within the unit .
- To manage the project in the absence of the Manager and assume full responsibility for the daily running of the service.

Principal responsibilities

Care of service users:

- Ensure the highest levels of care and support are delivered throughout the Project.
- Work with the Manager to meet and surpass the standards of care set by current legislation.
- All referrals and assessments are dealt with in accordance with 2Care's procedures and Model of Service.
- Ensure that all care plans are completed and reviewed in accordance with 2Care procedures
- Address complaints swiftly and in accordance with 2Care procedures.
- Ensure Risk Assessments and Risk Management Plans are developed, implemented and regularly reviewed.
- Ensure all service users have an individualized support package in accordance with 2Care procedures.
- Ensure appropriate health care arrangements are undertaken in conjunction with the relevant members of the multidisciplinary team.
- Ensure service users are involved in rehabilitative activities, on a daily basis, as outlined in 2Care's model of care, policies and procedures.
- Act as Lead Keyworker for service users with complex needs.

Staff Management:

- Assist in managing all staff within the project.
- Ensure professional boundaries are maintained by all staff.
- Carry out effective induction, supervision and appraisal of staff in line with 2Care policy.
- Effectively deal with staff performance management issues.

- Ensure staff are deployed effectively, and they are supported in carrying out tasks when necessary.
- Ensure staffing levels are maintained and documented as required.
- Ensure training needs are identified and met using appropriate training methods.
- Participate, in the recruitment and selection of staff.

Business Responsibilities:

To assist the Manager as required in the production of a business and marketing strategy/plan, ensuring the following:

- Agreed targets are met.
- Clear records and accounts are maintained.
- Designated budgets are managed.
- Appropriate stock control and purchasing systems are maintained.
- Prompt fee collection and proactive action to avoid bad debts.
- Occupancy targets are met.
- Liaison with external bodies representing the Project and 2Care is undertaken.
- Work in connection with Best Value is undertaken as directed.

General Management:

To assist the Manager as required in ensuring the following:

- The premises are well maintained, meeting the needs of the service users.
- All Fire, Environmental Health and Health and Safety standards are met.
- The Project operates effectively on a daily basis.
- That standards and procedures relating to cleanliness, purchasing supplies etc. are maintained.
- All records are compiled as required and maintained securely with due regard for confidentiality.
- All policies and procedures are understood and fully complied with.
- To undertake any other duties as appropriate to the post

Benefits

Starting salary:	£27,701 (incremental scale)
Annual salary review:	1 April
Sleep-in payment:	£30.00 per night
Bleep cover:	£20.00 per duty, as required
Hours of work:	37.5 per week (excluding sleep-in duties)
Annual leave entitlement:	25 days + 8 public holidays per annum
Benefits:	First rate life assurance cover, 3 times annual salary
Pension scheme:	Company pension after 12 months service (<i>final salary scheme</i>)
Total anticipated first year's earnings:	circa £30K (including allowances)