



Job Description

Position: Deputy Manager
Location: Parkview House, Edmonton
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.

Key relationships

External

- Families and friends of service users and care teams, e.g. GP's, District Nurses, Chiropractors, CPN's.

Internal

- Service users, all Parkview House staff and the Central Office management team

Principal responsibilities

Care of service users:

- To work directly with clients as required and provide the highest possible standards of care within a person-centred approach.
- Work with the Manager to meet and surpass the standards of care set by current legislation.
- Ensure all assessments and referrals are dealt with in accordance with 2Care procedures and Model of Service.
- To assess prospective clients.
- To provide opportunities for client involvement and participation in the day to day life of and activities within the Home.
- To ensure medication is administered appropriately.
- To ensure that the keywork and care plan systems function effectively.
- To ensure staff maintain professional boundaries.
- To ensure that objective client records are maintained with due regard for confidentiality.
- **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.
- Act as lead keyworker for service users with complex needs

General management

To assist the Manager as required in ensuring the following:

- The premises are well maintained, clean and meet the needs of service users.
- All Fire, Environmental Health and Health and Safety standards are adhered to and 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.
- Ensure all 2Care policies and procedures are understood and fully complied with.
- Ensure that documentation and records are maintained as required.
- Undertake shift work and sleep-in duties on a rota basis.

Staff management

- To provide supervision and line management to staff.
- To provide on the job training and support to staff.
- To participate in the recruitment and selection of staff.
- 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 training needs are identified and met using appropriate training methods.

Business responsibilities

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

- Agreed targets are met.
- Ensure returns are completed as required.
- Clear records and accounts are maintained.
- Designated budgets and expenditure 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.

Benefits

Starting salary:	£28,812 (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:	40 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>)