

REASON CARE LTD

JOB DESCRIPTION

JOB TITLE DEPUTY MANAGER

RESPONSIBLE TO HOME MANAGER

AIMS OF POSITION

1. To actively participate in meeting the personal needs of the service users.
2. To be responsible for the management of the home, including taking complete charge of day to day management, when necessary
3. To be on-call as agreed with the home manager
4. To help train Care Staff in all aspects of their work in the home through direct teaching and example

RESPONSIBILITIES

1. To help ensure that all care and domestic staff contribute to the best of their ability to the efficient running of the home and the creation of the right atmosphere.
2. To assist service users with their personal care needs and to help provide health supervision and attention through direct personal and social care when needed
3. To undertake care duties in a safe, competent manner with due reference to principles outlined in the policies and procedures of the home
4. To control the issue of drugs and to maintain the necessary records
5. To involve and educate service users relatives and friends in the safe performance of physical care when such involvement is desired
6. To formulate and review care plans for new service users and existing service users as appropriate
7. To be involved in the development of activities for service users which will enhance their quality of life
8. To help ensure that the preparation, cooking and serving of food meets the standards required
9. To help ensure that rooms and common spaces are properly cleaned, maintained and adequately heated and lit
10. To undertake such domestic duties as may be deemed necessary
11. To act in a supportive role to all Care Assistants
12. To participate in Staff meetings, Staff training and development activities
13. To be aware of the Care Standards Act 2000 and be prepared to undertake a statutory inspection in the home managers absence
14. To adhere to duties under the Health and safety at Work Act (1974) and the Fire Regulations
15. To help in the maintenance of such log books and records as may be required
16. To periodically review and assess the effectiveness of the service
17. To attend mandatory training courses relevant to the position as directed by the home manager

18. To undertake other duties as may be mutually determined from time to time.

This job description indicates the main duties and responsibilities of the post. It is not intended as a complete list and may be subject to periodic review.

staff are required to

1. Show courtesy and respect to residents, visitors and colleagues at all times
2. Maintain confidentiality at all times
3. Report any untoward incidents to the Manager or Person in Charge on duty, including illness of a resident or staff colleague and any incidents relating to adult protection.
4. Be aware of, and at all times comply with, the company policies and procedures, with special regard for Fire Safety, Health and Safety management of records.
5. Promote the Home in a positive manner
6. Attend training sessions and staff meetings

I _____ have read and understood my Job Description and agree to be bound by its contents. I understand that any deviation or malpractice which conflicts with my Job Description may lead to disciplinary action.

Signed

Date

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