

## **JOB DESCRIPTION - DEPUTY MANAGER (RGN)**

**Responsible to:** Registered Manager

**Purpose of Position:** To assist the Registered Manager in the management of the home in accordance with the policies and procedures of Greensleeves Care and to take overall responsibility for the home in the absence of the Registered Manager.

**Values:** To promote and adhere to the Greensleeves Care -Workplace values of respect, openness and responsibility.

### **Principal Responsibilities**

#### **Residents**

- Ensure that high standards of care are delivered to meet the needs of the individual resident, to monitor and maintain these standards. Ensuring that residents' physical, emotional and social needs are identified and met through assessment and care planning. Ensuring that residents maintain their dignity, choice and individuality.
- Ensure the care and safety of residents and their possessions.
- Ensure the healthcare needs of the residents are met by liaising with GP's Physiotherapists, Chiropodists etc.
- Ensure that records relating to residents are understood, acted upon by all staff and that they are reviewed on a regular basis.
- Help to control the issue of drugs for which the Home has taken responsibility, to maintain the necessary records and to ensure the accuracy and reliability of the systems for administering medication.
- Arrange trial visits and assess whether or not the home is able to meet the needs of any prospective resident.
- Take responsibility for all nursing duties for specified residents according to the delegated instructions of the Registered Manager.

## **Staff**

- Lead, manage and develop the work of the staff team, under the supervision of the Registered Manager, by setting objectives and supervising staff. Carry out appraisals and ensure development needs are met through appropriate training and staff development programmes.
- Assist the Registered Manager and Home Administrator / Book keeper in the maintenance of records relating to staff employed in the Home.
- Ensure that all Greensleeves Care's Policies and Procedures are followed.
- Take responsibility for management of specific staffing matters as required by the Registered Manager.

## **Organization**

- Assist the Registered Manager and Home Administrator / Book Keeper in the effective and efficient running of the home, including budgetary control.
- Assist the Registered Manager with the management of the Homes staffing, financial and material resources, including involvement in staff recruitment and selection.
- Ensure that all relevant statutory, registration and contractual requirements are met and that the Trust's policies are correctly applied.
- Assist Registered Manager to ensure that all records required to be kept in the home by the Care Standards Act 2000 and any subsequent relevant legislation are maintained accurately, and are up to date. To have these available for inspection by the Inspection Officer or anyone appointed by Greensleeves Care to see them.
- Ensure the Trust's procedures are followed and help maintain the procedures that relate to work and practices within the Home.
- Ensure that Equal Opportunity policies are followed and promoted within the home with regard to both staff and residents.
- Liaise, as required with Health and Local Authorities, voluntary and community organisations for the benefit of residents and staff.
- Co-operate with Inspectors of the Care Quality Commission.

- Assist the Registered Manager and Home Administrator / Book Keeper in stock control and order and purchase supplies if required.
- Help monitor the efficient use of utilities, supplies and equipment recommending improvements where identified.
- Help ensure that the fabric and security of the building are properly maintained and any repairs are reported and dealt with promptly.
- Help to maintain the standards set for the appearance and upkeep of the premises, in doors and out.

### **General**

- Take responsibility for the running of the Home in the absence of the Registered Manager.
- Work with the Registered Manager and Home Administrator / Book Keeper in ensuring the effective success of the Home, including promoting the home within the local community.
- Be instructed in First Aid and be available to the Home in this capacity.
- The post holder will work at least 2 shifts per week “on the floor”.
- Be available for on-call duties, as required.
- Help the Registered Manager produce and maintain systems and procedures for all auditing and assuring quality of care provided by the home.
- Work within the values and quality standards that the Trust considers necessary to meet its objectives.
- Lead, facilitate and participate in staff meetings, residents meetings, staff training and development activities
- Carry out supervision and induction of designated staff as required.
- Complete NVQ 4 in care or the equivalent
- Ensure that all required training is undertaken in order to maintain personal PIN number.
- A commitment to be flexible and to embrace change is expected.



In addition to the duties and responsibilities listed; the job holder is required to perform other duties assigned by the manager from time to time.

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Post Holders Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Line Managers Signature \_\_\_\_\_ Date Signed \_\_\_\_\_