

# Deputy Manager Job Description

CareTech Community Services Limited



# Deputy Home Manager, Job Description

**Reporting to:** Home Manager / Operations Manager / Head of Service.

**Responsible for:** All care and Support staff as allocated.

**Job Purpose:** To assist in the management of a residential home providing accommodation and care for young people between the ages of 11 and 18 years on short or long term placements in accordance with the philosophy and working ethos of the organisation and in accordance with relevant legislation.

**Essential Qualifications:** Professional Qualification relevant to working with children and young people e.g. NVQ 4; QCF 5 or Diploma Social Work.

**Desirable Qualifications:** ILM; NVQ 4; QCF 5; or working towards.

## Main Duties and Responsibilities

- To undertake the role of line manager to the staff team in the Home Manager's absence
- To assist the Home Manager in ensuring that all staff policies, guidelines and procedures are regularly updated, known and adhered to
- To be aware of the legal responsibility that the Home Manager has for the day-to-day running of the home and to assist in ensuring compliance with all relevant legislation
- To be familiar with the ethos of the company and the content of the company Statement of Purpose and Function recognising the staff roles in implementing them
- To be aware of the company's code of conduct and lead by example
- To protect the young people from harm inside and outside the home
- To ensure that young people's needs are recognised and met where possible. This includes ensuring that they are free from discrimination within the home and challenging discrimination both inside and outside the home
- To promote the health, welfare, safety, personal development and well-being of the young people accommodated at Greenfields as well as the staff team
- To assist in providing a healthy environment that is enjoyable and stimulating for each young person
- To be aware of and implement the company's guidelines on health and safety, fire safety procedures and food hygiene
- To ensure that the admission of the young people is welcoming and reflects the expectation of the placement plan
- To assist the Home Manager in overseeing the development, implementation and monitoring of the young people's placement plans
- To assist in ensuring that the placement plan is followed throughout the young person's stay
- To assist the Home Manager in ensuring all young people's placement plans are regularly reviewed
- To attend LAC reviews, planning meetings and other meetings in line with regulatory requirements
- To ensure that young people are offered support when dealing with stressful situations
- To actively promote young people's attendance and achievement in education and to communicate effectively with the education team to work towards positive outcomes
- To participate in creating a warm, safe environment that allows each child space for personal growth and the time to develop educationally and socially
- To ensure that when a young person leaves the home this is done sensitively and within guidelines
- To be accountable to and assist the Home Manager in all aspects of the running of the home including human resources, physical resources, staff supervision and development, staff rota, staff meetings, budget management maintenance, good housekeeping and maintaining the physical environment of the home
- To attend and contribute to monthly management meetings (in the absence of the Home Manager)
- To participate in the recruitment of new staff in consultation with the Home Manager and senior managers
- To ensure that appropriate staffing levels are maintained in the home and that cover is provided where there is illness or annual leave

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- To assist in ensuring that staff receive regular in house and external training
- To promote and uphold the good reputation of the company in all contacts with external agencies, regulatory bodies and individuals by applying effective management and childcare practices, good communication and leadership
- To promote anti-discriminatory practices and equal opportunities practices in line with company policy
- To undertake such duties as may be required from time to time by the Home Manager, Operations Manager or Head of Service

### **Special Conditions**

- Weekend working, evening and bank holiday working and participation in the rota system
- The post holder may be required to undertake on call responsibilities
- This position is subject to satisfactory completion of a six month probation period
- The holder of this post may be required to perform physical intervention in accordance with our written policies and procedures
- The post holder may be required to work in any Greenfields homes
- The post holder will be required to maintain confidentiality and observe data protection guidelines
- A good standard of physical and mental health is essential
- A clean, smart appearance is required at all times together with commitment to promoting and upholding the integrity and goodwill of the company, its employees and the young people in our care

### **Qualifications and Experience**

- Professional qualification relevant to working with children such as Dip. SW; BSc Social Work; BSc Social Care (Children); NVQ 3; NVQ 4 or QCF 5
- Candidates must have a good standard of education and be willing to progress their career by undertaking additional training as required
- A minimum of at least two years working with young people in a care setting preferably with at least one year's experience as a team leader
- Candidates must evidence knowledge of relevant legislation, company policies, working procedures, and demonstrate sound communication and leadership skills

**This post is subject to the following criteria being met:**

1. Formal interview
2. Three satisfactory references
3. Enhanced Criminal Record Bureau Disclosure