

Penny Pot Care Home

JOB DESCRIPTION — DEPUTY MANAGER

Job Role: Deputy Manager
Responsible to: Manager, Provider

Purpose of position:

To deputise for the Registered Manager of Penny Pot Care Home. To assist in the daily running of the home.

Principal Responsibilities

- To promote the values and principles of the care home and fully implement its policies, procedures and systems.
- Create and promote an ordinary living environment for service users, enabling them to develop the skills required for independent living.
- Play a key role in a team that encourages the service users to express their wishes and needs and make informed choices.
- Work closely and provide leadership and support of care home staff.
- Assist in the development of individual care plans, based on assessment of needs, in conjunction with the referring agent, manager and senior care staff.
- Ensure the care given to each Service User is reviewed and updated regularly
- Gain good relationships with families, partners and outside agencies through communication
- Keep informed of national information in regards to the care sector and working with venerable adults
- Assist the Manager in the efficient management of the office, marketing the home, recruitment, carrying out staff appraisals and staff rotas.
- Co-ordinate any temporary care staff, trainees or volunteers drawn in to support the care home.
- Co-ordinate the administration of external events in conjunction with other members of staff and volunteers or external groups as required.
- Demonstrate a good understanding of legislation and maintain compliance
- To answer emergency bells, doors, and the telephone and to greet visitors
- To read and write reports, making appropriate care plan entries.
- To take part in staff and Service User meeting and in training activities as directed
- To comply with the home's policies and procedures at all times.
- To report to the manager of any significant changed in the health or circumstances of a Service User
- To encourage Service Users to remain as independent as possible
- To respect the confidentiality of all matter and the requirements of the Data Protection Act
- To ensure awareness of the employee's responsibility under the Health and Safety at Work Act 1974

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- To maintain accurate notes and records about each Service User on the Care Docs System and to hand over all relevant information to staff regarding the ongoing care of individual Service User
- Cover absences for night and day staff, as and when required across both Penny Pot and Marmora.
- To escort Service Users to the Hospital in the case of an emergency
- Any other duties as required

The Perfect candidate will have the following attributes;

- Caring Nature
- Friendly and positive attitude
- Willing to learn and take on challenges
- Patient and understanding
- Honest and trustworthy
- Have a genuine interest within the Care Sector
- Flexible approach to work
- **6Cs of care**
 1. Care
 2. Compassion
 3. Courage
 4. Communication
 5. Commitment
 6. Competence

Preferred Qualifications - NVQ Level 3, or equivalent, in Health and Social Care

Please be aware that this job description only depicts some of the key duties and responsibilities and is not an exhaustive list. Duties will vary over time and may change in accordance with new laws and regulations.