



DEPUTY MANAGER JOB DESCRIPTION

(Achieved NVQ Level 3 and/or be working towards NVQ Level 4/D32/D33)

Accountable to: Homes Manager

Within RFC's overall aim of providing a wide range of residential, day and community services, together with educational and training programmes for children, young people, people with learning disabilities, autistic spectrum disorders, their families, the specific purposes of this post are:

1. To contribute to the management of a residential home based in Bedford / Kettering, to meet the highest quality standards of RFC and the requirements of the relevant local authority's Residential Homes Inspection Unit, ensuring that the resident's needs are met.
2. Under the direction of the Home Manager, to give strong, clear and informed leadership to staff, enabling them to support and empower young people to develop skills that ensure they experience the highest possible quality of life.
3. Under the direction and in the absence of the Home Manager, to take responsibility for the efficient and effective operation of the home, ensuring that all systems, policies and procedures of RFC are adhered to.

MAIN DUTIES AND RESPONSIBILITIES

YOUNG PEOPLE

1. To create and maintain good relationships with our young people to ensure that they are fully involved in all decision making processes that affect their lives.
2. To ensure that good relationships with all young peoples' families and advocates are developed and maintained and that they are consulted and supported through any changes and/or developments that may affect the lives of our YP's
3. To take a lead role in the assessment and review of all aspects of young persons' lives through the Individual Planning Process. This will include risk management.
4. To take a lead role in the identification of young people's needs and in formulating strategies to meet those needs in areas including recreation, leisure, home, medical, cultural and dietary.
5. To take a lead role in empowering young people to enable them to achieve self advocacy and independence through the development of their learning potential.

6. To support our young people in developing positive relationships with relatives, other residents, professionals and staff.
7. To promote non-aggressive and non-abusive behaviour and manage challenging behaviour within policy guidelines.
8. To play a lead role in ensuring that all cultural needs of young people including dietary requirements, are met.
9. To plan and where necessary lead on activities and programmes for our young people.

STAFF

1. To provide leadership and role modelling to ensure the highest level of good practice and appropriate service delivery through the staff team.
2. To contribute, under the direction of the Home Manager, to the selection and induction of new personnel.
3. To provide support and supervision to day and night staff, maintaining records at an appropriate level.
4. To support individual professional development through the Staff Development and Appraisal scheme.
5. To establish and maintain effective working relationships with homes staff, staff in other parts of the organisation and those working for other agencies supporting residents' placements.
6. To manage and support volunteers working within the home at the direction of the Home Manager.

MANAGEMENT

1. To contribute to and where necessary take responsibility for the creation and maintenance of a secure and safe living and working environment within the home and through good risk management, enable residents to take measured risks both within and outside the home environment.
2. To contribute to the development of new policies and practices within the home and to maintain systems for evaluating the effectiveness of any changes.

3. To take responsibility at the direction of the Home Manager, for aspects of budget management and the management of residents' finances, taking into account DSS guidelines where necessary.
4. To take responsibility at the direction of the Home Manager, for stock control and the ordering of supplies.
5. To prepare and maintain accurately records relating to individual young people, home systems, monitoring, management information etc., ensuring the maintenance of appropriate levels of confidentiality.
6. To ensure, under the direction of the Home Manager, that all equipment, furnishings, transport and the fabric of the home is adequately maintained and in a safe and serviceable condition through vigilance and liaison with appropriate departments.
7. To contribute to and oversee where necessary all relevant group, shift and handover meetings, discussions and the dissemination of information to ensure the continuity and quality of service provision.
8. To undertake on-call duties as directed by your Home Manager.

PERSONAL DEVELOPMENT

1. To attend regular supervision sessions with the Home Manager.
2. To implement and participate in the Staff Development and Appraisal Scheme.
3. To keep abreast of developments and trends within the care profession and disseminate to staff and colleagues accordingly.
4. To undertake any training necessary to improve knowledge and performance.
5. To undertake placements in various departments or homes as required in order to develop skills and knowledge appropriate to the changing needs of the resident group

GENERAL

1. To work within the context of all RFC policies and procedures.
2. It is the duty of every employee to take all reasonable care of the health and safety of her/himself and of other persons who may be affected by her/his acts or omissions. As regards to any duty or requirement imposed upon RFC by or under any of the relevant statutory provisions, to co-operate with RFC as far as is necessary



to enable that duty or requirement to be performed or complied with. To report to the Health and Safety Manager either serious risks or your concerns over safety issues.

3. To maintain a standard of dress that is appropriate to the role and in keeping with the organisation's dress code.
4. To work in a way in a way which is consistent with the principles of Equal Opportunities, and anti-discriminatory practice.
5. To be aware of and sensitive to the impact of class, gender, race, age and prejudice on attitudes, professional relationships and professional judgement, displaying a willingness to intervene where necessary.
6. To work collaboratively with volunteers to ensure that their contribution enhances the quality of service provision and support across the organisation.
7. To undertake any other duties consistent with the post.
8. To work in any other RFC location as required.
9. To work towards achieving NVQ level 4 relevant to the level of this post as detailed in the Health and Social Care Standards which underpin the statements in this job description.

This job description is not exhaustive and may from time to time be subject to change to meet the needs of the service.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	HOW WILL THIS BE MEASURED
Achievement of NVQ Level 3	✓		Application form Qualification certificates
Possess NVQ assessor award		✓	Application form Qualification certificate
Willingness to work toward NVQ assessor award	✓		Interview
Knowledge of current residential care practices	✓		Application form Interview
Knowledge of key-working and individual programme plans	✓		Application form Interview
Knowledge of Resource management procedures		✓	Application form Interview
Knowledge of Budget monitoring and management systems		✓	Application form Interview
Knowledge of management and administrative procedures	✓		Application form Interview
Knowledge of registration standards and environmental requirements		✓	Application form Interview
Knowledge of Management Information requirements and systems	✓		Application form Interview
Knowledge of current manual and residential handling legislation		✓	Application form Interview
Ability to identify resource implications	✓		Application form Interview
I.T. literate		✓	Application form
Ability to provide management information	✓		Application form Interview

Ability to maintain environmental standards to meet inspection standards	✓		Interview
Need to be physically fit enough to meet the physical needs of the client group	✓		Application form Interview
Minimum of four year's experience within a health or social care day or residential setting	✓		Application form
Minimum of two year's of working at a senior level in a Autism situation		✓	Application form
Experience of working within a multi-disciplined framework and or liaising with other professionals and agencies	✓		Application form
Experience in budget monitoring and budget management		✓	Application form
Experience of resource management procedures	✓		Application form
Ability to work in a flexible manner to meet homes needs	✓		Interview