

**JOB TITLE:** Deputy Home Manager

**RESPONSIBLE TO:** Home Manager

**QUALIFICATION:** NVQ Level 3, in Care of Children and Young People

### **Management**

- Assist the Home Manager in the day to day management of the Home
- To deputise in the absence of the Home Manager
- Ensure high standards as prescribed within Care Standards
- To undertake a lead coordinating role as agreed with the Home Manager

### **Professional**

- To lead, motivate and support a team, with best practices the goal
- Work with the team to create an enjoyable, comfortable and safe living environment within the aims and objectives of the home
- To ensure delivery of Child Protection directives in line with Lifeworks Policies
- To ensure that high standards of personal care are maintained within the boundaries of choice, dignity and respect
- To operate within Home's policies and procedures the administration and stock control of medication
- Establish a positive and mutually beneficial relationship with the residents and their families
- To promote the general philosophy of Lifeworks and be energetically involved in all aspects of the charity work

### **Direct Childcare**

- To support & enable the young people to participate in appropriate leisure activities
- In accordance with the Lifeworks philosophy, support the young people in development of independence and social skills

### **General**

- To act upon and inform the Home Manager of any occurrences which would prejudice the efficient operation of the Home

- To promote safe working practices and the Health and Safety of all residents and staff within the Home
- Involvement in the recruitment of new staff
- To lead, motivate and support team, with best practice the goal
- Assist the Home Manager in the supervision and appraisal of staff within the Home
- Involvement in the provision of in house training and induction
- To ensure effective communication throughout the home
- To participate in the duty rota
- To participate in on call duties

The job description is not intended to be exhaustive and will be reviewed in conjunction with service and post holder as required.

The post holder's duties must at all times be carried out in compliance with the Company's policies and procedures; in particular the post holder must act in accordance with the Equal Opportunities Policy and the Health and Safety Policy.

The Job Description is an outline of the main duties of the post. The post holder will be required to undertake other duties commensurate with the grade as directed by the Home Manager.