

**Deputy Manager
Adult Residential**

Job Title	<i>Deputy Manager</i>
Responsible to	<i>Registered Manager</i>
Responsible for	<i>Team Leaders, Senior Care Workers, Care Workers</i>
Internal Contacts	<i>Board Directors Adult Care Director Registered Manager Staff at other OFG Services Central Office Staff Group Professional Team</i>
Key External Contacts	<i>Service User relatives, advocates and others Placing Authorities and Service Providers Regulatory Authorities Local services – statutory, voluntary and community Neighbours External Service providers</i>

JOB PURPOSE

To deputise for the Registered Manager and in their absence be responsible for the operation and management of the Residential home, and the leadership and management of the staff to provide a positive living experience for the resident Young People

KEY TASK AREAS & RESPONSIBILITIES Operational Effectiveness

- Assist the Registered Manager to ensure standards in the home meet current Adults Homes Regulations and Ofsted Quality Standards while also meeting the needs of the adults and young people in our care.

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- Maintain the highest standards in the home at all times, by undertaking regular checks, and managing team members to respond to the requirements of any actions or action plan that may result. Having GOOD as an achievable minimum standard that can be validated by OFSTED inspections.
- Supporting team members with personal and professional development and job related learning as appropriate.
- Know the development needs of each young person; take an active role in planning and implementing the young peoples' care and development including the support of activities outside the home, taking their individual views opinions and needs into account.
- Provide a comprehensive handover to colleagues, families and other professionals
- Understand the content of the Regulation 45 reports; support the implementation of any action plan. Respond appropriately to Regulation 44 recommendations, implementing an agreed action plan to improve standards responding within agreed timeframe.
- Support Registered Manager to achieve full compliance with all external regulatory bodies
- In Registered Manager's absence, attend Contract Review Meetings if required, acting as a positive ambassador for the group.
- Keep informed of current legislation, statutory and other guidance with regards to adults and young people and share the information with team members as appropriate

Finance

- Participate in the management of the budget for the home within agreed guidelines, authorising any expenditure from petty cash and payments to young people

Payroll

- Record information to produce accurate timesheets; recording absences and additional hours worked before authorisation by Registered Manager, meeting payroll deadlines

Management, Leadership and Training

- Participate in recruitment, training and development of staff to meet the objectives for the home within agreed principles
- Take part in regular supervision, staff meetings and training events as required, using this as an opportunity to motivate, challenge and progress.

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- Support the Registered Manager in taking appropriate action to ensure adequate and appropriate staffing cover at all times.

Referrals and Movements

- Support the management of referrals into and out of the Home to provide a smooth, well planned transition period.
- Keep the Manager informed of any enquiries about suitable matches and placements that may arise in their absence.

Safeguarding

- Ensure that the Safeguarding Policy is followed at all times.
- Ensure that any safeguarding concerns are reported to the Registered Manager and Safeguarding lead without any undue delay
- If appropriate, follow up any incidents with clear communication to colleagues including recording and providing evidence for a written report into safeguarding allegations

Consultation/Advocate

- Be an active part of consultation opportunities between Young People and care team to enable growth and development of self, staff and Young People

Policy

- Ensure that policies and procedures are appropriately known and implemented by all team members

Complaints and Investigation

- Ensure all staff and Young people are aware of the procedures relating to raising a complaint or concern and know what action needs to be taken including undertaking investigations to establish facts

Data Protection

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- Attend any relevant training to ensure that sufficient knowledge and understanding is applied, and that employees are clear on their roles within GDPR
- Maintain confidentiality around personal and sensitive information that is shared in the course of undertaking your duties

Health and Safety

- Ensure Health and Safety regulations are followed at all times, alerting the Registered Manager to any potential risk

General

- To be part of team rota
- Establish and maintain positive and professional relationships with young people, foster carers, parents, colleagues and other professionals as part of duties
- This is not an exhaustive list of duties and responsibilities and this job description may be altered in the future in consultation with the job holder.

Standard Responsibilities

- Participates in an annual performance review programme
- Works, at all times, in accordance with the policies and procedures of the OFG Group and statutory regulations applicable to the Group.
- Observes, at all times, strict rules of confidentiality appropriate to the post.
- To comply at all times with the requirements of Health and Safety Regulations to ensure their own wellbeing and that of their colleagues.
- OFG Group is committed to safeguarding and promoting the welfare of adults, young people and vulnerable adults and expect all employees to work in accordance with this.
- Undertakes other duties as assigned.

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PERSON SPECIFICATION

Experience	Essential	Desirable
Relevant experience in the specialist area of the service i.e. relevant experience of working with young people/young adults with autistic spectrum disorders and/or challenging behaviour	✓	
A minimum of one year's experience of working at a senior level working with adults in a residential setting	✓	
Skills	Essential	Desirable
Able to take responsibility for the care and wellbeing of adults	✓	
Can plan, manage time and set priorities	✓	
Creative approach to problem solving	✓	
Empathetic, and caring	✓	
Knowledge of CQC framework, and relevant legal frameworks	✓	
Good IT skills	✓	
Excellent communication skills	✓	
Able to understand and work within a budget	✓	
Able to work flexibly as part of a shift pattern, including weekend/ night shift working	✓	
Able to work in UK	✓	
Qualifications & Training	Essential	Desirable
Willingness to work towards other relevant qualifications as required	✓	
Undertake relevant group induction training on commencement	✓	
NVQ Level 2 Health & Social Care (Adults) or equivalent qualification		✓



Willing to work towards Level 5 Diploma in Leadership & Management	✓	
Other	Essential	Desirable
Commitment to the values of the Organisation	✓	
Driving Licence	✓	