

## JOB DESCRIPTION

<b>Job Title:</b>	Deputy Home Manager
<b>Council:</b>	Council for Social Witness
<b>Location:</b>	Aaron House
<b>Salary Scale:</b>	£24,598 to £26,564 per annum
<b>Hours of Work:</b>	39½ per week worked flexibly, including evening and weekend working.
<b>Responsible to:</b>	The Home Manager

### **Main function of job:**

To be responsible, through management and staff leadership, for promoting and ensuring the highest standards of care, in compliance with statutory requirements, to meet the physical, social, emotional and spiritual needs of the residents within the Christian ethos of PCI. To support the Home Manager in all aspects of the Management of the Home.

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## MAIN RESPONSIBILITIES AND DUTIES

### Residents

- Promote and ensure a high standard of care in the Home and an atmosphere suitable for meeting the physical, social, emotional and spiritual needs of the resident.
- Be responsible for the daily care and wellbeing of the residents.
- Participate in organising the admission of residents ensuring that other staff are aware of the residents' condition and needs.
- Assist in the full assessment of residents' needs and prospective residents. Participate in the regular review of these assessments and ensure they are carried out within the time scale.
- Participate in the formulation and carrying out of comprehensive care plans and reviews which address residents' physical, social, emotional and spiritual needs and give regular feed back to residents/relatives.
- Participate and ensure that appropriate records of residents' care are kept at all times and are held securely and confidentially.
- Assist in ensuring that day areas are used and to ensure that therapeutic programmes of activities are undertaken.

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## Management

- Be aware of all complaints, taking immediate action and reporting to the Manager in accordance with policy.
- Participate in quality assurance to assess the effectiveness of the service provided.
- Assist in delivering an efficient and effective service within an agreed budget.
- Assist in ensuring high occupancy levels are maintained.
- Act up in the absence of the Home Manager to ensure the smooth running of the Home and attend Local Support Committee meetings and give a report to the meeting in the absence of the Head of Home.
- Ensure compliance with all Policies / Procedures ensuring that related procedures are carried out efficiently and effectively.
- Liaise with any maintenance personnel to ensure that maintenance is carried out.
- Communicate the Christian faith by word and action both individually and as part of a staff team.
- Lead or assist with daily devotions within the Home.
- Ensure that appropriate acts of worship take place in the Home and that all residents receive proper pastoral care.
- Assist in the supervision, appraisals and management of staff within the project, both formally and informally, including delegation and co-ordination of work and to ensure high standards.
- Participate in the recruitment, selection and disciplining of staff as required.
- Help to maintain good morale in the home and promote sound organisation, fair and clear staff relationships and good communication.
- Participate in the identification and meeting of the training needs for all levels of staff including Induction Training, QCF and Dementia Training.
- Comply with the Northern Ireland Social Care Council Code of Practice and all in-house policies and procedures.
- Be aware of his/her own, and other staff, responsibilities to the Codes of Practice and Conduct which will be required by NISCC; provide adequate support and ensure adherence is complied with by all staff within his/her remit.
- Accept responsibility for continuing his/her own professional development.
- Attend and participate in in-service training as needs arise and disseminate training to other staff.
- Carry out any other reasonable duty that may be necessary for the proper and efficient running of the Home.
- Organise and accompany residents on holiday, outings and to appointments as required.

## Administration

- Deal with general enquiries.
- Liaise with residents' families / next of kin, doctors and district nurses, care managers, RQIA and other statutory or church agencies.
- Establish and maintain contacts within the local community, as appropriate.
- Ensure the proper ordering, supervision, distribution and storage of residents' medication and medical records as in accordance with the requirements of DHSS/Registration and Inspection Unit
- Assist in maintaining careful checks of stock levels.
- Assist in the preparation of staff rotas and checking of staff time sheets.

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- Assist in varying staffing hours as occupancy fluctuates whilst ensuring adequate staff levels and skills mix.
- To report maintenance issues to the Housing Association and ensure compliance with their standards.
- Ensure day care programmes are planned and implemented for residents not attending a day care centre.

### Regulatory

- Ensure that all requirements of the RQIA are adhered to.

**This job description is intended to be neither definitive nor restrictive and can be changed or augmented at any time to meet changing needs.**