

JOB DESCRIPTION

Post Title	Deputy Manager
Reports to	Registered Home Manager
Hours	3 on 3 off (10.00 – 22.00)
Salary	£38,000
Purpose of role:	
<p>To provide leadership and support to staff teams to ensure high quality therapeutic care is delivered to young people as part of Step by Step integrated service. Acting as leader, role model and co-ordinator of shifts and fully deputising for the Registered Home Manager in their absence. To champion our core values to staff and young people</p> <p>Professionalism – We will demonstrate the expected standards of behaviour and attitude in a work environment</p> <p>Excellence – We are dedicated to creating a culture where exceptional performance is the standard</p> <p>Integrity – We will uphold ethical standards and being honest in all professional interactions</p> <p>Commitment & attitude – We will take a situation and turned it around to our own and others benefit.</p> <p>Respect – We will treat colleagues, young people, and professionals with courtesy and consideration</p>	
Main Duties and Responsibilities	

- To apply a comprehensive understanding of Step by Step policies and procedures to all aspects of employment and working practice.
- To demonstrate a clear understanding of relevant legislation (Children's Home Regulations 2015, Quality Standards 2015 and how these are reflected in daily working practice.
- To help develop the staff team's knowledge and understanding of safeguarding practices and processes, taking the lead and co-ordinating as required.
- To communicate effectively with staff teams regarding regulatory requirements to support the homes delivery of high-quality care.
- To take a lead in the development and implementation of the young person's Care Plan across the integrated services. To communicate needs, goals, and objectives to the staff team. To keep up to date accurate records for the young people in line with systems of the home and provide direction to colleagues, actively monitoring quality and providing feedback to staff teams.
- To provide co-ordination and leadership to the team to meet all the basic physical needs of the young person on a daily basis.
- To demonstrate a strong understanding of Therapeutic Parenting models, implement, daily in the care of young people and demonstrate the ability to develop learning for staff teams.
- To act with vigilance when supervising young people in line with risk assessments to ensure that significant behaviours are noted and recorded, actively monitor and provide feedback to individuals and home manager.
- To co-ordinate and take a lead in carrying out tasks to maintain all relevant records pertaining to fire safety, health & safety etc. as directed by home manager, actively monitor, provide direction and feedback to colleagues.
- To co-ordinate and contribute actively to a therapeutic homely environment - planning, organising and delegating to others to ensure this is met. Set high standards in homemaking, domestic duties and care for the fabric, equipment and grounds of the home and wider organisation, and challenging poor practice.
- To be pro-active and use initiative to ensure that all working hours are used effectively and motivate and direct others, To act with initiative, accountability, and responsibility always to assist with functioning of the team, providing leadership, direction and guidance on shift.
- To promote equality and diversity such as race, culture, language, and religion, to ensure that every young person is treated fairly and as an individual entitled to respect and dignities, acting as a role model.
- To role model a 'can do' attitude in all areas of working practice.
- To conduct supervision meetings as directed by the Home manager
- To develop skills, knowledge, and experience in accordance with a personal development plan agreed with line manager.

Regulatory and Administrative:

- To attend internal and external professionals' meetings as required.
- To adhere to the whistle blowing policy to ensure that poor practice, negligence, and dishonesty is raised appropriately.
- To ensure own and others understanding and compliance with the Data Protection Act 1998 and the Equality and Diversity Act.
- To be accountable for the homes petty cash and ensure financial systems and processes are followed correctly, actively monitoring, providing feedback to individuals and home manager.
- To be accountable for all records, systems and operating procedures of the home as set by the company, providing feedback to individuals and home manager.
- Ensure regulatory training is completed and refreshed

Other Requirements:

- To contribute to other projects, initiatives and recruitment processes in the wider organisation as required
- Any other reasonable duties as may be required from time to time by line management.

This job description is not intended to be a complete list of duties and responsibilities but indicates some of the main areas attached to the post of Deputy Manager. It may be amended in consultation with the post holder, to take account of changing trends in social care regulation, legislation and how our LA partners operate.