

Cairn Home Residential Care Home/Sheffield Royal Society for the Blind (SRSB)

Job Description: Deputy Manager

Hours: 40 hours per week on a rota basis, including evenings

Salary: £30,000 - £32,000

Contract Type: Permanent

Location: Cairn 58 Selborne Road, Crosspool, Sheffield. S10 5ND

General Information: The role of Deputy Manager is a new post as a result of the review of the current management structure of the home.

Cairn Home is owned and operated by **Sheffield Royal Society for the Blind (SRSB)**, a local independent charity. The prime driver for the home is the highest quality of life for the residents, rather than financial profit.

Cairn Home is registered for 30 residents. It has 28 bedrooms, all with en-suite facilities, for permanent residents (one room is a double room) and one room reserved for respite care, also with en-suite facilities. We are currently in the process of refurbishing all the rooms and upgrading the en-suite bathrooms. All our residents are all elderly, and many have some level of visual impairment.

Overall Purpose of the Role:

The successful Deputy Manager candidate will be required to assist the Manager in the planning and implementing the highest quality of care to the home's residents.

Duties & Responsibilities:

Management of the day-to-day running of the home:

- Take responsibility for the running of the home in the absence of the registered manager.
- Support the registered manager with the general management of the home working under her guidance and leadership.
- Support the registered manager in her duties to ensure the home complies with all health and safety requirements, including fire safety regulations and procedures.
- Support the registered manager in producing and maintaining systems and procedures for auditing and assuring quality of care provided by the home.

Management of resident care:

- Assist residents with the planning and meeting of their personal care and other needs.
- Support to provide health supervision and attention through direct care when needed.
- Be responsible for care planning, monitoring and reviewing arrangements.
- Support with the formulation of social care and healthcare plans for new residents and with resident reviews.

- Support to control the issue of drugs for which the home has taken responsibility, to maintain the necessary records and to ensure the accuracy and reliability of the systems for administering medicines.
- Participate in the development of activities for residents, in which they can take part, and which will enhance their quality of life.
- Support to ensure that the preparation, cooking and serving of food meet the required standards.

Management of the premises:

- Ensure that rooms and common spaces are properly cleaned and maintained and adequately heated.
- Maintain the standards set for the appearance and upkeep of the premises, both indoors and outdoors.
- Manage, as required, any planned maintenance programmes.

Management of staff:

- Supervise and support all staff, empowering and motivating them to contribute, to the best of their ability, to the efficient running of the home and the creation of the right atmosphere.
- Participate in staff meetings and in staff supervision, appraisals, training and development activities.
- Take responsibility for the management of specific staffing matters as required by the registered manager.

Administration and Finance:

- Support the registered manager with the management of the home's staffing, financial and material resources, including involvement in staff recruitment and selection.
- Support the registered manager in maintaining the administrative systems for keeping records, particularly those required to comply with the current legislation.
- Support the registered manager to produce and maintain the operational policies and procedures needed to run the home effectively and efficiently, and to achieve legal compliance.
- Liaise with the finance department at head office which processes the payroll, collect residents fees, pays suppliers etc.

General Responsibilities for All Staff:

Quality: To work to internal service level agreements, processes and procedures, corporate standards and external quality standards. To contribute to, and participate in, the quality self-assessment process, resident service audits, development of Service Procedures and Service Level Agreements.

Health & Safety: To ensure that all work is undertaken in accordance with and safety legislation rules and regulations. To follow procedures and be aware of matters that relate to the duties of the post.

Performance Management: To actively participate in the organisation's performance management processes including appraisals and work reviews.

Learning and Development: To be responsible for identifying and undertake training and development activities as agreed with your line manager.

Use of Resources: To ensure value for money and best use of resources in the role and all activities related to **Cairn Home/SRSB**.

Diversity: To adhere to and support **Cairn Home's** and **SRSB's** core values and carry out all responsibilities in accordance with our Equality and Diversity Policy.

Other: The post holder may be required to undertake other duties deemed appropriate for their grade as directed by their line manager.

Person Specification:

Experience and Qualifications	Essential or Desirable
NVQ Level 3 Qualification in Care, or higher.	Essential
Previous experience at a senior level in a care home for a minimum of 2 years	Essential
A sound knowledge of the CQC and applicable legislation / standards.	Essential
Experience of person-centred planning and assessment of need	Essential
Ability to assist in maintaining compliance with regulatory standards.	Essential
Experience of producing written and electronic based reports	Essential
Experience of empowering individuals to meet their goals	Essential
Experience of networking and developing meaningful partnerships	Desirable
Experience of working in the field of visual impairment	Desirable
Proven presentation skills	Desirable
Commitment to own continuing professional development, attendance at further training and membership of peer networks	Essential
Skills and Abilities	
Ability to communicate clearly and effectively in a structured way with a range of individuals, both verbally and in writing	Essential

Ability to listen and empathise whilst remaining objective	Essential
Ability to communicate with staff in a professional manner - to develop and maintain appropriate positive relationships with residents, their families and outside agencies	Essential
Ability to collate and record statistical information to meet monitoring requirements.	Essential
IT literate and competent in use of Microsoft Office software including Word, Excel and Outlook, or equivalent	Essential
Ability to work on own initiative and liaise with the registered manager as and when required.	Essential
Ability to work corporately and represent Cairn Home/SRSB at corporate and service level	Essential
Ability to prioritise and manage own workload	Essential

Qualities and Competencies	
Self-motivated	Essential
Personal commitment to equal opportunities and anti-discriminatory practices	Essential
Ability to motivate and support others	Essential
A commitment to empowerment	Essential
Conscientious and thorough in record keeping, data collection and data protection to support service delivery and development	Essential
Other Requirements	
Ability to travel for events such as training, forums etc	Essential
This post may require some very occasional UK travel and may include occasional overnight stays	Essential
Appointment is subject to an Enhanced DBS check and satisfactory references, including a reference from your current/most recent employer	Essential
Due to the nature of our work, guide dogs and hearing support dogs may be present. Hence, it is necessary that the successful applicant does not have any unmanageable allergies to dogs and does not object to them accompanying their owners	Essential

All Staff are Required to:

Understand and comply with all relevant legislation and **Cairn Home/SRSB's** policies and procedures, including data protection, safeguarding and health & safety.

Confidentiality of information relating to residents, relatives and staff is of paramount importance.

To bring to the attention of the Home Manager any serious problems or areas of concern.

Work as part of a team for the benefit of our residents.

Staff are expected to be conscientious, adaptable and flexible in their duties.

Undertake appropriate training as and when required.

Benefits:

Life Assurance

All staff are covered under a life assurance policy for twice their annual salary. However, please note that this is not a contractual obligation and whilst we have no intention of removing this benefit the Charity in its sole and absolute discretion reserves the right to discontinue, vary or amend the scheme (including the level of your cover) at any time on reasonable notice to you.

Pension

You will be auto enrolled in **SRSB's** staff pension scheme immediately and contribute 5% of your gross earnings (plus employer contribution 3%). If you wish to contribute over and above this percentage you may do so, but **SRSB** will not match this extra contribution.

Holidays

The holiday entitlement for full time employees is 28 days per year. Additional holiday entitlement starts to accrue after 3 years' service. Our holiday year is 1st January to 31st December, holiday entitlement accruing pro-rata throughout the year.