



The Yardley Great Trust Group

Job Description:

Deputy Care Manager, Yardley Grange Nursing Home

Responsible to:

Care Manager

Responsible for:

Direct: Nursing staff

Indirect: all staff at the home

Overall purpose:

To assist the Care Manager to ensure that occupancy at Yardley Grange Nursing Home is maximised and residents receive a 24 hour high quality care service which is tailored to their needs and meets the requirements of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014.

Key Tasks:

1. To deputise for the Care Manager
2. To contribute to the development and maintenance of policies, procedures, standards and targets for the provision of care at the nursing home, and to monitor performance;
3. to contribute to the formulation of the annual budget for the home, and to manage human and other resources in accordance with budgetary limits;
4. to assist in ensuring that occupancy within the home is maximised;
5. to assist in the recruitment and employment of staff in accordance with the Trust's equal opportunities policy;
6. to ensure that all staff employed in the nursing home are trained appropriately;
7. to ensure that a safe environment is maintained within the nursing home at all times;
8. to ensure that appropriate records are kept in accordance with the requirements of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014

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9. to share on call duties, providing telephone support for staff and attend the home if necessary.

Other Tasks:-

1. To contribute to the overall effectiveness of the Group by participating in policy reviews, working groups and management team meetings;
2. In the absence of the Care Manager to prepare reports for, and attend, Group (including Committee) meetings as required;
3. to operate the Group's disciplinary, grievance and other employment procedures in respect of nursing home staff.
4. any other duties as reasonably required by the Care Manager.

Signed by the post holder Date

Signed by the supervisor Date

Person specification

Essential	Desirable
Experience or knowledge of social care or health care for older people	Registered Nurse
No criminal convictions	2 years experience in a similar role, ie management of a care home or hospital ward for older people
Judged, or capable of being judged, as a fit person under the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014	Achieved or working towards Level 5 Diploma in Leadership and Management for Adult Care.
Committed to ensuring that older people receive the best quality care and support	
Understanding of and commitment to equal treatment and non discriminatory practice	
Team worker, able to communicate clearly and confidently with all work colleagues, clients and others coming into contact with the organisation	
Good timekeeper, willing to work flexible hours if required and to share on call duties	
Knowledge of good management practice including relevant aspects of employment issues and legislation including Health & Safety and anti-discrimination	
Knowledge of adult safeguarding procedures	
Ability to ensure policies and procedures are translated into practice through effective management practice	
Ability to communicate clearly to a range of other people orally and in writing	
Ability to audit existing day to day practice and performance, identify scope for improvement and influence necessary changes	
Ability to work to deadlines and prioritise accordingly	
Ability to coach, mentor and deliver effective training to staff	