



Job title: - Deputy Care manager

Reporting to: - Deputy Home Manager and Registered Home Manager

Responsible for: - CARE STAFF TEAM

Required skills, Knowledge and qualifications: -

- Minimum NVQ level 3 in health and social care, desirable NVQ level 4 in health and social care/RMA
- Previous supervisory or management experience.
- Previous experience with working with elderly people and a genuine interest with working with elderly people in a residential care setting who have dementia and personal care needs.
- Satisfactory DRB check and check against ISA (Independent Safeguarding Authority).
- A clear knowledge of understanding the fundamental standards as set out by CQC and a working knowledge of the KLOE's.

Job Role and Responsibilities: -

As the Deputy Care Manager, it is your responsibility to oversee, maintain and assist in the delivery of all care to all residents within Forderlane House residential Home.

In the absence of the Deputy Home Manager and Registered Home Manager you will be required to oversee the day to day running of all working shifts within Forderlane House residential Home. This includes responsibility for the management of all staff on shift as per your allocated shift rota.

Staff you are responsible for in relation to working shift rota: -

- Care staff
- Night staff
- Kitchen staff
- Domestic staff

It is your responsibility to maintain and ensure that all staff within Forderlane House Residential Home are working within the desired expectations of Forderlane House



Residential Home. Ensuring that all staff work only within the capabilities of the job specific natures of training received and provided by Forderlane House Residential Home.

It is your responsibility to ensure and promote productive working relationships amongst all staff to assist in the promotion of a calming atmosphere for the residents of Forderlane House Residential Home.

It is your responsibility to proactively engage with the residents of Forderlane House Residential Home by carrying out monthly Keyworker meetings to ensure that residents are continually receiving the care and assistance they require in a manner and professionalism that best suits their individual needs.

It is your responsibility to action weekly Medication Controlled Drug Audits along with fortnightly Medication Audits. Ensuring that all required information is recorded in the set procedures set out by Forderlane House Residential Home.

It is your responsibility to carry out weekly and daily checks throughout Forderlane House Residential Home.

Checks you are responsible for: -

- Domestic cleaning checks and documentation.
- Kitchen cleaning checks and daily documentation. (Better Food Safer Business)
- Weekly resident report book checks and audits.
- Daily fridge temperature checks and documentation.
- Weekly health and safety checks and the reporting of health and safety concerns raised during checks. These must be raised in the first instance and reported to the maintenance and repair team.

It is your responsibility, on a daily basis when, on working shift rota that you over see and manage all provisions of care provided at Forderlane House Residential Home, by way of: -

Ensuring that when required G. P's and District Nurses are requested to promote and maintain health and wellbeing. That all relevant documents are completed in relation to external medical assistances and that such information is recorded clearly and concisely in the appropriate formats for daily handover meetings.

It is your responsibility that, when on working shift rota, that all care staff have all the necessary documentation to perform their work in accordance to their own job descriptions.



It is within your responsibility to assist care staff, where necessary, in the provision of personal care for resident's residing at Forderlane House Residential Home.

It is your responsibility to supervise and instruct care staff and other relating staff with designated tasks throughout the working day and to monitor performances relating to all staff through proactive and encouraging supervisions and appraisals.

Staff included : -

- Care staff
- Kitchen staff
- Domestic staff

It is your responsibility to ensure safeguarding of all residents within Forderlane House Residential Home in relations to the homes Safeguarding of Adult's Policy.

It is your responsibility to administer Prescribed Only Medications to residents within Forderlane House Residential Home in relation to the homes medication administration policy and maintaining records as per CQC guidelines.

It is your responsibility to assist the Registered Home Manager in certain aspects of recruitment.

It is your responsibility to ensure that training needs are reported to the Registered Home Manager so that training can be sourced and provided.

It is your responsibility to be available, as per 3 weekly rota, for emergency on calls relating to the needs of Forderlane House Residential Home, when not on active working shift days, to ensure sufficient cover for Forderlane House Residential Home.

It is within your responsibility, that when required, to arrange residents and staff meetings as and when requested by the Registered Home Manager.