

Deputy Manager

Job Type: Permanent

Salary: £42,000.00 /year

Job Location:

- Hereford, Herefordshire

Required experience:

- Care Management: 1 year

Required licences or certifications:

- NVQ in Leadership
- NMC pin number

The Role:

As Deputy Home Manager you will provide proactive support to the Home Manager across all aspects of Home Management, providing a safe, caring, stimulating and homely environment for residents and their visitors. For this position it is essential that you hold a minimum of a Level 3 Health and Social Care qualification (or equivalent), alongside demonstrative experience of leading and managing teams within care homes

The key responsibilities

- Be responsible for monitoring standards of care delivered by qualified and unqualified care staff by observation and direct involvement, ensuring that all residents receive quality person centred and that care plans are fully maintained.
- Supporting the Manager in the implementation of all policies, procedures and business objectives.
- Preparing the staff duty rota to ensure appropriate staffing levels at all times.
- Instructing staff in safe systems of work, fire safety and evacuation procedures, and induction of new staff.
- Be responsible for monitoring the state of wellbeing of each resident, being aware of any change impacting on care and care plans, updating to reflect new needs.
- Acting as a focal point for contact with residents, their relatives and visitors, as well as health and social care professionals involved in

their wellbeing, acting upon requests and ensuring concerns or complaints are dealt with appropriately.

- Liaising with the Home Manager across the range of operational activity to be able to assume responsibility for managing the Home during the manager's scheduled and unscheduled absences, including marketing of the Home to existing and potential residents and relatives.

If you are a proactive person with a strong customer service focus, take pride and ownership in your contribution, have excellent attention to detail and want to be part of a growing organisation this could be your next long term role.

Please email your confidential CV to luke@brookesrecruitment.com or telephone 0121 244 1806 for further information.