

<b>Name:</b>	
<b>Title:</b>	Assistant Manager
<b>Reports to:</b>	Registered Manager/ Supported Living Manager
<b>Location:</b>	Horley / Redhill [Delete as appropriate]
<b>Hourly Rate:</b>	
<b>Contract:</b>	Permanent
<b>Hours of employment:</b>	38-40 hours per week – Based on a shift system  In respect of the position of an Assistant Manager, in addition to your normal hours, you shall be required to work such additional hours as are reasonably necessary for the proper performance of your duties
<b>Line management:</b>	Support Workers. (subject to change as the organization develops and increases in size)

#### **PURPOSE OF THE ROLE:**

To support the manager in the delivery of high quality support to clients/tenants

To support the manager to meet the requirements of the CQC Essential Standards and Health and Social Care Act 2012 and ensure that the required standards are maintained on a day-to-day basis.

To provide management cover in the absence of the manager.

To assist with induction of all new staff ensuring their full understanding of their job description.

Be part of the on call system.

Driving Duties as and when required.

#### **OVERALL RESPONSIBILITIES:**

##### **Staff Support, Supervision and Training:**

1. To line manage support staff, setting targets, co-ordinating and monitoring workloads and provide regular supervision to the support workers, minimum of 6 supervisions per year, in conjunction with the registered manager.
2. Support in managing the house rota and shift plans.

3. Inform the manager of any day-to-day employment issues during regular hand overs and updates.
4. To attend relevant training courses and ensure that staff training needs are identified and met accordingly.
5. To attend monthly assistant manager meetings.
6. To work as and when required in emergency circumstances.

### **Support and Quality Assurance**

7. To ensure that clients/tenants receive support on an individual basis in order to enable them to lead valued lifestyles.
8. To ensure that individual Care Plans and Person Centred Plans and all necessary paperwork for clients/tenants are developed, implemented and regularly reviewed in consultation with the individuals concerned and all relevant parties
9. To support management systems within Cavendish Care.
10. To liaise with clients/tenants care managers in respect of their needs and access support on their behalf with care management teams.
11. It will be the duty of all staff to encourage clients/tenants to access community projects and to support them and to adhere to Cavendish Care Policies and Procedures.
12. It is also the duty of all staff, wherever possible, to support client/tenant on holidays.

### **Finance**

13. Monitor and record all aspects of client/tenant financial transactions in accordance with the company finance standard.
14. Monitor and record all aspects of financial transactions within the home in accordance with the Company Finance standard

### **Standard and General**

15. Take part in the ongoing development of Cavendish Care. Also to reflect the changing needs of tenants as well as any CQC new standards.
16. Ensure that all records are maintained within the home appropriately.

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17. Contribute to the development of organisational Standards and Procedures joining working parties as and when required.
18. Liaise with Senior Management Team as and when required.
19. Positively promote public relations with outside parties including families and neighbours and members of the public.
20. Adhere to and implement all Company Standards and Procedures
21. To carry out any other duties that may be required in order to maintain the smooth running of the home.

This list is not exhaustive and other duties may be required from time to time as directed by the manager.

Signature:.....

Name:.....

Date:.....

*5A West Street, Reigate,  
Surrey, RH2 9BL  
T: 01737 224497  
F: 01737 225599*