

Isle of Wight Council

Job Description



Identifying Facts	
Title of Post: Assistant Manager	
Service Area: Adult Social Care and Community Wellbeing	Post No:
Section: The Adelaide	Date: Dec 2015
Responsible to: Unit Manager	

Job Purpose

The staff of the home is accountable to the Unit Manager. The Manager is responsible for the operational management of the home, social work practice, quality of life within the home and staff development, to the Residential and Day Care Services Manager.

The Assistant Manager is responsible to the Manager. The Manager acts as a Team Leader, co-ordinating the skills of the Assistant Manager and Care Staff and is expected to make use of these skills in developing various areas of responsibility. Therefore the Assistant Manager will have delegated to him/her certain duties of the Manager. In addition, he/she should carry out whatever duties the Manager wishes him/her to do. The Assistant Manager is expected to deputise full for the Manager.

The following are guidelines relating to the post of Manager. The Assistant Manager should be familiar with them and capable of carrying out these duties.

Major Tasks

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.
2. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed
3. To identify the needs of the residents and decide how these may be met both inside and outside the residential community. To ensure provision of appropriate care according to individual need – physical, emotional, spiritual and social.
4. To act as a focal therapist for the residential care programme attached to each resident, including effective maintenance and updating of care plans
5. To create an atmosphere with the object of minimising institutionalism and so maintain the residents' individuality and independence, by encouraging them to have personal possessions, individual choice, friends to visit the home etc.
6. To encourage staff to have respect for the individual personality and regard for the self-esteem of the residents

Management

The Manager is responsible for:-

- The internal management of the home, including office work and keeping of records and accounts.
- The reception of the residents on admission and to have appropriate procedures to minimise the stress of residential admission to living in a residential community.
- Create and maintain good staff relationships.
- Under the professional direction of each resident's medical practitioner, dealing with illness, accidents and emergencies requiring first-aid and home nursing skills, including the administration of medication as required.
- Ensuring that the residents receive the appropriate medical and health services.
- Training staff in the practical implications of assisting the residents in their daily lives. Undertaking training and supervision as appropriate.
- Working in close liaison with the Business Resource Manager in the appointment of staff.
- The working out of rotas and organising monthly staff meetings.
- Collecting of residents' contributions towards the maintenance charges, the payments of pocket monies and dealing with personal requests for money.
- Providing a good standard of catering and to be responsible for the preparation of menus and the ordering of food supplies.
- To ensure operation of the establishment so as to comply with relevant legislation and policies.

Community

In order to avoid isolation of both residents and staff, the Manager is responsible for:-

- Fostering the goodwill of the local community.
- Involving the residents' relatives and friends in the interests of individual residents and the home, offering both practical and emotional support as required.
- Liaising with agencies and professionals so as to develop and maintain good working relationships.

Other Duties

Undertake such other duties and responsibilities as are commensurate with the status, reward and spread of accountabilities of the position.

Generic quality statement: **The Isle of Wight Council** expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to a council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.