

Job Description

Assistant House Manager

Responsible to: House Manager

Responsible for: Learning Support Workers

Job Purpose: To assist the House Manager in making sure the Organisation meets the high standards care within its own set of ideals and principles as well as meeting the expectations and guidelines of the placing authorities and inspectorates.

Key responsibilities:

Main

1. Ensuring that all service users care and welfare needs are met in line with care planning documentation and protocols and ensure all staff work within the constraints of those plans.
2. Support the House Manager to compile, implement and review Care Plans, Risk Assessments, Behaviour support Plans or any other documentation relevant to the service users in line with the quality improvement cycle timeline.
3. As directed by the House Manager, liaise with key agencies and stakeholders who have a vestige interest in the service users to ensure transparency and to demonstrate that the needs of the service user are being met.
4. Where directed by the House Manager, order and administer medication within the home including undertaking monthly audits.
5. In the absence of the House Manager, facilitate residential meetings with service users and staff to gain an understanding of any issues and notify the House Manager of any arising issues.
6. To promote and abide by safeguarding practices as set out in the Organisation's safeguarding policies and procedures and to notify line manager of any suspected safeguard issues.
7. As directed by the House Manager, attend annual reviews regarding the service users within your care.
8. To carry out all personal care tasks in a way that demonstrates respect for privacy, dignity and value of all service users in line with care planning.
9. To provide the highest standard of care and support to all individuals including those with Autistic Spectrum Disorder, in achieving positive and meaningful outcomes in line with any person-centred plans.
10. Where directed by the House Manager undertake line management responsibilities for Learning Support Workers
11. Ensure that Health and Safety requirements are adhered to and notify maintenance team of any hazards/requests.
12. Ensure that all documentation regarding day-to-day management of the care is relevant and up-to-date and in place to ensure a good Care Inspectorate Wales (CIW) inspection.

13. Support the House Manager to implement positive outcomes for all service users within the residential provision and to review accordingly.
14. The promotion of Equality and Diversity in Care
15. Support the House Manager to ensure the staff rota meet the need of the home and to take possible steps to cover shifts where there may be shortfalls due to annual leave and sickness.

House Management Team

1. As a member of the House team, attending regular house meetings.
2. Report on progress, achievement, and challenges to the House Manager.
3. Review and update of all documentation in relation to the service user and daily management of the care home.

General

1. Work in according to the policies and guidelines of the organisation.
2. To be committed to Continuous Professional Development (CPD).
3. Improve your own understanding of the values that underpin the work in the organisation by attending relevant induction and training.
4. Respect confidentiality at all times.
5. Through personal example demonstrate commitment to equality and diversity ensuring equality of access and treatment for all.
6. There will be times when you may be required to undertake additional tasks, duties and responsibilities within your capabilities and may be asked to undertake an alternative job on a temporary basis. However, you will not ordinarily be assigned to duties or required to perform services which you cannot reasonably perform or are outside the range of your normal skills and experience.

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties as required.

Line Manager Signature:

Date:

Employee Signature:

Date:

Person Specification

Assistant House Manager

| Requirement | Essential or Desirable? | How Assessed? |
|--|--|--|
| <p>Knowledge & Understanding:</p> <p>QCF Level 3/4 Health and Social Care.</p> <p>Experience of working in a similar role.</p> <p>Knowledge of CIW regulations.</p> <p>Experience of working with Microsoft Word and Excel.</p> <p>A current, clean driving license.</p> | <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> | <p>Application & Verification</p> <p>Application & Interview</p> <p>Interview</p> <p>Interview</p> <p>Application</p> |
| <p>Skills & Abilities:</p> <p>Ability to support individuals with personal care needs.</p> <p>Excellent interpersonal skills.</p> <p>Excellent communication skills.</p> <p>Excellent numeracy and literacy skills.</p> <p>Good planning skills.</p> <p>Good organisational skills.</p> <p>Good IT skills.</p> <p>Ability to prioritise workload and meet strict deadlines.</p> <p>Ability to work independently and as part of a team.</p> | <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> | <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application & Interview</p> <p>Interview</p> <p>Interview</p> |
| <p>Personal Attributes:</p> <p>Self-motivated.</p> <p>Creative and innovative.</p> <p>Commitment to personal development.</p> <p>Flexible in approach.</p> <p>Reliable.</p> <p>Honest.</p> | <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> | <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Reference & Interview</p> <p>Reference</p> |