

## EAM House Children's Respite Home

<b>Job Title</b>	<b>Deputy Home Manager</b>
<b>Line Manager</b>	<b>Home Manager</b>
<b>Professional Accountable</b>	<b>Home Manager</b>
<b>Location Description.</b>	<b>Children's Respite Home</b>
<b>Principal Accountabilities</b> <ul style="list-style-type: none"> <li>◆ To work to the minimum standards for children's homes.</li> <li>◆ To work within the laws of Health and Safety.</li> <li>◆ To provide supervision to junior staff.</li> <li>◆ Assist in the management and organisation of the respite home.</li> <li>◆ Work collaboratively and co-operatively with others to meet the needs of the children and their families.</li> <li>◆ To be a member of the Children's Respite Home undertaking duties, which will involve direct nursing/non-nursing care.</li> <li>◆ Ensures that the nursing care and practices in the Home reflect the care needed for children with complex health needs/special needs.</li> <li>◆ Provides 24 hour on-call to the home on a rota basis.</li> </ul>	

### **Clinical**

- ◆ To maintain accurate and up to date records of all aspects to promote continuity of care.
- ◆ Collect, collate and report information, maintaining accurate children's records.
- ◆ Support parents of children with complex needs .
- ◆ Assess needs and comfort of child through observation, respond to child's changing signs, and receive instructions on child's care, if necessary instigate emergency procedures.
- ◆ Establish and maintain effective communication with families of chronically sick or special needs with empathy and sensitivity. Sharing sensitive information with parents/carers.
- ◆ Knowledge of care procedures gained through training: NVQ3 minimum qualification/nursing qualification.
- ◆ Co-operate with other members of the multidisciplinary team to facilitate good working relationships.
- ◆ To maintain a network between other professionals.
- ◆ To be conversant with and work with the guidelines of the Respite Home.
- ◆ To assist in data collection as required.
- ◆ To assist the Home Manager in the monitoring and evaluation of the service.
- ◆ To purchase and supply of aids/equipment.
- ◆ Maintain stock levels, check stocks/stores.
- ◆ Ability to organise and prioritise own workload, and delegate to junior staff.
- ◆ To be aware of hostile situations or environments and meeting with verbal or physical aggression
- ◆ Answers and deals with telephone calls/messages.
- ◆ Complete referral forms for new referrals and arrange initial visits to the respite home.

- ◆ Takes active role in child care.
- ◆ Updates care plans by the form of review and if necessary rewrite them as a child's needs change.
- ◆ Takes active role in housekeeping, cleaning, laundry, cooking and ensuring that it is completed.
- ◆ Make our repair requisitions and follow up where necessary.
- ◆ Be a car driver to enable to attend meetings in the absence of the Manager.

### **Managerial/Leadership**

- ◆ Shifts may necessitate later finishes to train night staff.
- ◆ Contribute to the development of services.
- ◆ Ensure the effective and efficient use of resources.
- ◆ Maintain health, safety and security and report any concern.
- ◆ To undertake supervision of junior staff and keep up to date records.
- ◆ Takes a lead in auditing of service.

### **Education and Development**

- Develop own skills and knowledge and contribute to development of others.

### **Clinical Standards**

- ◆ Ensure compliance with policies, procedures and clinical guidelines.
- ◆ Support people's equality, diversity and rights.
- ◆ Report any concern regarding children's care
- ◆ Participate in patient and public involvement activities

### **Staff at EAM House have a responsibility to**

- Adhere to the Respite Homes Policy and Procedure/Staff Handbook/Contract.
- Maintain up to date skills and knowledge.

**This job description is an outline of the role and function. It is not intended to describe all specific tasks.**

**This post will be subject to an enhanced disclosure check with the Criminal Records Bureau (CRB). Please read the enclosed information about CRB Disclosures. Further information available on the CRB web site: [www.crb.gov.uk](http://www.crb.gov.uk)**

### **RESPITE HOME DUTIES AND RESPONSIBILITIES**

All employees within the Respite Home have the following responsibilities:

The post holder must not, by act or omission, endanger the safety of him/herself or others and must report all untoward occurrences. The post holder must be responsible for all Respite Home property and the reporting of all potential or actual breaches of security.

## **DISCLOSURE OF CRIMINAL BACKGROUND**

**All employers are required to check with the Criminal Records Bureau the possible criminal background of staff and volunteers who apply for work with vulnerable patients.**

If it is a requirement of the post that such a check be undertaken, successful applicants will be asked to complete and sign a Disclosure Form giving permission for the screening to take place.

**Please note applicants refusing to sign the form will not be progressed further.**

**"The Respite Home actively seeks to recruit people currently under represented in the workforce. This includes people from ethnic minority groups, those with mental ill health and physical disability".**

<b>Person Specification: Deputy Home Manager</b>	
Qualifications	<ul style="list-style-type: none"><li>◆ NVQ3 Care/Nursing qualifications.</li><li>◆ Computer and Keyboard Skills.</li><li>◆ Ability to undertake NVQ4 in Leadership and Management.</li></ul>
Experience	<ul style="list-style-type: none"><li>◆ Experience working with children, minimum 12 months.</li><li>◆ Experience of teaching junior staff.</li></ul>
Skills/Attributes	<ul style="list-style-type: none"><li>◆ Good verbal and written skills.</li><li>◆ Ability to work on own.</li><li>◆ Ability to engage with children and families.</li><li>◆ Basic IT skills in E-mail.</li><li>◆ Basic knowledge of professional and social care issues.</li><li>◆ Ability to develop effective interpersonal relationships with colleagues in the health/social care setting.</li><li>◆ Ability to drive.</li></ul>
Physical Requirements	<ul style="list-style-type: none"><li>◆ Excellent attendance record.</li><li>◆ Able to perform a full range of duties.</li></ul>