



JOB DESCRIPTION

JOB TITLE:	Deputy Manager
RESPONSIBLE TO:	Registered Manager
KEY PURPOSE:	To actively promote the rights of young people as individuals and provide them with quality care in accordance with the company policies and procedures. To assist in the provision of a safe and homely environment both individually and as part of a team to help young people achieve their potential by strengthening areas of weakness and developing areas of strength.
HOURS OF WORK:	In accordance with the rota, to include weekends and sleep ins.
AIMS AND OBJECTIVES:	To maintain a safe environment for young people that allows each one to build trusting relationships, and develop their self-esteem.

SAFEGUARDING STATEMENT

One to One is committed to the safeguarding of children and young people. Everything we do is designed to promote the safety and well-being of the children and young people we work with.

All staff are responsible for cultivating an environment of openness and awareness where mistakes can be shared and constructive suggestions made.

All staff take responsibility for questioning and where necessary challenging accepted patterns of relationships and behaviour within each One to One setting.

KEY RESPONSIBILITIES:

To be aware of and operate within the framework of relevant legislation including the Children Act 1989 and Care Standards Act 2000

Assist in providing a safe and nurturing environment for children and young people, appropriate to their age, understanding and identified needs.

To ensure the welfare of young people is promoted, that they are protected from abuse and that an appropriate response is made to any allegation or suspicion of abuse or bullying.

To encourage and motivate young people to develop outside interests and leisure activities and enable the young person to participate in the life of the local community, through developing and maintaining links between the home and the community.

To organise and take part in activities inside and outside the house as appropriate.

To attend supervision meetings with the Registered Manager for 90 minutes a month and attend annual appraisals.

To work a flexible rota to take account of the varying demands made upon the different homes; these arrangements may be subject to change at short notice.

To comply with the company health and safety policy and be aware of and work within the requirements of relevant statutory legislation – Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1992.

To adhere to the company's Equal Opportunities Policy and actively oppose discriminatory practices in relation to colleagues and young people based on race, religion, gender, disability or sexual orientation.

To attend relevant training courses provided by One to One.

To provide standards of behaviour, morals, values and a mature attitude that young people can look up to.

To actively prepare and support young people when leaving care to enable them to make a successful transition into adulthood.

To work as part of a team to promote the objectives of the home and needs of the young person, in accordance with their care plan, company policy's and One to One's Code of Conduct.

To respect and promote the needs of young people arising from their racial, cultural and religious background and to attend religious services and cultural festivals where appropriate.

To read and understand One to One's policies, procedures and code of conduct and ensure their operation within the home.

To promote standards of good practice and take advantage of opportunities for personal and professional development.

To attend and contribute to meetings as required.

To maintain a regular system of recording in connection with each young person, to be involved in the development and implementation of individual care plans and to provide reports as and when required.

To undertake administrative duties as required.

To encourage young people to accept responsibility for their self-care and personal hygiene appropriate to their age.

To ensure that good health is promoted and that the health needs of young people are identified and services provided to meet these.

To liaise with and work effectively with colleagues, other agencies and service users in the interest of the young people accommodated at One to One.

To undertake financial management and recording of day to day petty cash maintenance in accordance with the organisation's policies and procedures and accept responsibility for monies as may be required in carrying out necessary duties.

To assist Managers with managers monthly /daily paperwork.

Attend Deputy Managers meetings.