



STOCKDALES

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ASSISTANT MANAGER- ALL SERVICES

Job Description

A senior position assisting the Chief Executive and Service Manager's to maintain and improve the care and support we provide to all those who use Stockdales either in our adult residential services, children's services and Lifeskills services

Assistant Managers work a shift system of duty, which includes evenings and weekends.

This post is not service specific and there is an expectation to work across all services as required

This post is subject to an Enhanced Disclosure by the Criminal Records Bureau.

Principal Responsibilities

1. To assist the Manager in providing leadership and management to the staff team.
Supervising staff and voluntary workers, completing supervision and appraisal records.
2. To be involved in the day-to-day management of the services, reporting any mishaps, accidents, complaints etc, promptly to the Manager.
3. To prepare duty rotas, timetables etc as directed by the manager providing appropriate and adequate cover to meet the needs of the residents and service users.
4. To have a knowledge of and implement Care Standards in accordance with Stockdales policies.
5. To participate fully in direct care and ensure the implementation of individual care and person-centred plans for all residents and service users, paying due regards to the wishes and needs of each person. To be assessed as competent before carrying out clinical task required to meet individual needs
6. To protect every resident/service user from any form of abuse, sexual, physical, emotional or psychological, immediately reporting any suspicious or actual facts and observations.
7. To be involved with the referral/assessment procedure including organising and attending reviews
8. Provide adequate immediate care for residents/service users during illnesses, contacting if necessary the appropriate person – i.e. person on call or medical services.

9. Maintain all paperwork in line with Stockdales policy
10. In the absence of the Manager to receive official visitors to Stockdales, discuss matters arising and be aware at all times of the need for confidentiality
11. To assist the Manager with training and complete induction training for new staff.
12. To be familiar with and adhere to all health and safety procedures including fire precautions.
13. Maintain good working relationships with other professionals.
14. Attend meetings, courses and conferences.
15. Participate in the 'on call' system and Duty Manager rota.
16. Undertake any other duties as directed by the Manager as necessary.
17. To adhere to the General Social Care Council Code of Practice for Social Care Workers.

Salary – £9.50 per hour during 6 month probationary period

After successful completion of probation rate is between £10.28- £10.43 depending on qualifications and experience.

Hours per week – 35 hours on a rota basis plus Duty Manager on call cover paid at £140 per week covered.

Holidays –28 days per year inclusive of bank holidays.

Health care benefits provided by the company Healthsure scheme after one years qualifying service

Ongoing professional development, guidance and support from experienced managers.

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main arrears of responsibility and is open to change and review at any time.

Personal Specification

Qualifications and Training

Candidates must have a minimum of NVQ 3 in Care, Child Care or equivalent and the ability to undertake and achieve a NVQ level 4 qualification or equivalent as required

Experience

Experience of working with children and/or adults with physical and learning disabilities; providing personal care and support including the administration of medication.

Experience of managing staff and of taking responsibility for standards and services.

Skills and Abilities

Excellent verbal and written communication, administration and record-keeping skills, ability to produce and deliver accurate detailed reports.

A knowledge and understanding of disability issues and current social care practice.

Basic fitness and good general health

IT skills and knowledge of computer systems, Microsoft word, email etc

Car driver preferred

To provide effective clear leadership to the staff team.

To work at a senior level within the boundaries of the organisation.

To work in partnership with other services and organisations.

To problem solve and assist with strategic decisions for the organisation as a whole.

To multitask and work well under pressure.

To provide reciprocal support to other senior managers.

Commitment to equality of opportunity and anti discriminatory practice.

Commitment to promoting the independence and inclusion of people with learning disabilities.