

Job Description

Note: This description is not intended to establish a total definition of the job, but an outline of the duties.

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| Job Title: | Assistant Care Manager |
| Salary: | £10.97 per hour |
| Location: | Princess Alexandra Home for the Blind, Bosworth Place, Blackpool |
| Accountable To: | Care Services Manager |
| Accountable For: | Care, Domestic and Ancillary Staff and Volunteers. |
| Responsible For: | Assisting the Care Services Manager and Care Manager in the day-to-day management of the Princess Alexandra Home. Providing holiday and sickness cover for other Princess Alexandra Home staff. |
| Working Arrangements: | 22 hrs. per week. The working week will be five days out of seven days including some evenings, weekends and plus sleep-in duties. |

Main Duties:

1. To act as Duty Manager in the absence of the Care Services Manager and Care Manager.
2. To have delegated responsibility for specific functions in the day to day running of the Home.
3. To demonstrate leadership skills including dealing with staff issues, task delegation and ensuring a high level of service and conduct.
4. To ensure a safe, clean and pleasant environment throughout the home.
5. To undertake rota duties including sleep-ins.
6. To attend management meetings and to assist in staff training.
7. To maintain harmonious working relationships with residents, staff, colleagues and other departments.
8. To be involved in the maintenance of Quality Systems (eg ISO 9001: 2015 / IIP) and their application.
9. To carry out other associated duties, responsibilities and training as required from time to time by the Care Services Manager.

Signed: _____
[Employee]

Date: _____