

ADULT COMMUNITY SERVICE**DEPUTY MANAGER****BAND 6****JOB DESCRIPTION****JOB SUMMARY:**

The post holder is a member of the Adult Disability Service that supports people with a learning disability. The post holder can be based in a variety of settings including residential homes, supported living, short break service and the outreach team.

Staff are required to work a shift system that offers support 24 hours a day. Staff are involved in all aspects of maintaining the area using the active support model, this may include cleaning, shopping, washing ironing, cooking etc. Service users will be encouraged to participate in these activities with the staff.

Staff are expected to hold a driving licence and be prepared to drive service vehicles. The Manager can apply a level of flexibility with this requirement.

Band 6 staff are expected to be able to co-ordinate and lead a team within the service, and also develop and implement programmes of care and support.

MAIN DUTIES AND RESPONSIBILITIES:**Clinical Responsibilities**

- To undertake the assessment of service users with complex needs.
- To develop, implement and evaluate programmes of care to meet these needs.
- To guide, advise and direct other staff in the assessment, planning, implementation and evaluation of care received by service users.
- To undertake risk assessment processes to determine risks to the health and wellbeing of service users with complex care needs, taking relevant action to minimise these risks.
- To lead a staff team in emergency situations, ensuring that the service user's needs are met and that significant others are supported.
- To utilise information and data from a range of sources to identify service user's needs and to guide decision-making processes.
- To act in accordance with the standards, codes and guidelines laid down by the post-holder's regulatory body and HSC.
- To promote service user involvement in the planning, delivery and evaluation of care, respecting their wishes, beliefs and dignity.
- To safeguard service users in accordance with organisational policy and guidelines.

Training and Education

- To take the lead in the promotion of the health and well-being of service users and their significant others, ensuring that health promotion is incorporated in the planning and delivery of care.
- To act as a supervisor to staff working within the area.
- To act as a mentor/preceptor to students and other learners.
- To promote an environment that is conducive to quality learning and assessment.
- Develop programmes of learning to meet the educational needs of all staff working within the care setting.
- Maintain own continuing professional development needs. The post holder should be willing to work towards achieving graduate status.
- Develop and maintain competence in the additional skills related to the needs of the service users.
- To undertake in-house annual mandatory training.

Leadership/Managerial

- To contribute to the recruitment and retention of team members
- To co-ordinate a team of staff, ensuring that clear systems of communication are developed within the team and any work related issues raised by the team are addressed.
- To ensure team members are aware of organisational objectives, policies and procedures and the implications they have for practice.
- To undertake the professional development review process with identified team members. Support staff with performance issues developing plan to address developmental needs.
- To act as a professional role model for junior staff, promoting high standards of practice and strong professional values.
- To assist with roster planning for the practice area.
- To liaise with the manager on all general administration and operational matters and participate in the management of budgets as delegated by the manager.
- To participate in the preparation and implementation of the annual business plan, as delegated by the manager.
- To act up as necessary in the absence of the manager.

Communication

- To communicate effectively with service users and their significant other, taking into account their cultural background and cognitive functioning.
- To communicate clearly with all members of the multidisciplinary team, demonstrating sensitivity to cultural and language differences.
- To manage conflict between individuals, including staff, service users and their significant others.
- To act as an advocate for service user and significant others.
- To ensure written communication complies with organisational and professional standards.

Audit/Information Technology/Research Activity.

- In conjunction with the practice development lead initiate and undertake clinical audits to monitor and maintain standards of practice.

- To manage the incident reporting system including documenting actual or potential risks impacting on the quality of service user care.
- To actively promote evidence based practice.
- To take a professional lead in the development of practice.
- Access organisational electronic information systems relevant to the role.

Revalidation – For Nursing Applicants Only

- In accordance with States of Guernsey legislation and the HSC procedure the Registration of Health and Social Care Professionals (COR001), all nurses and midwives who are HSC employees, contractors, agency workers or in any other capacity are practising as a nurse or midwife are required to have effective registration with the (UK) Nursing & Midwifery Council (NMC).
- In order to maintain effective registration with the NMC you must adhere to the Council's requirements for Revalidation.
- You must proactively manage all aspects of your Revalidation requirements including keeping an up to date portfolio and proactively seeking out opportunities for reflection, continuing education and professional growth. You must be proactive and cooperative in the appraisal and confirmer processes
- You must assist colleagues with relevant aspects of their Revalidation. This includes but is not limited to teaching, providing support and opportunities for Facilitated Reflective Practice, participating in professional discussions and providing constructive feedback. Depending on your level of experience and seniority, the organisation may also require you to act as a Confirmer.
- If you are unable to meet any aspect of the Revalidation requirements or this element of your Job Description or you require additional support it is your responsibility to escalate this immediately to an appropriate senior nurse or midwife

MINIMUM QUALIFICATIONS:

- Registered Nurse or Social Worker
- Evidence of CPD at diploma level

FULL QUALIFICATIONS:

- Teaching/mentoring qualification
- Diploma in a related field
- Level 3 Certificate in Assessing Vocational Achievement or equivalent (D32/33, NVQ A1)

SKILLS, KNOWLEDGE AND APTITUDE:

- Good IT skills
- Excellent verbal and written communication.
- To hold a valid driving licence (this may be negotiated with the manager dependant on area.)
- Leadership and management skills.
- Caring and empathetic nature.
- Understanding of learning disabilities and/or willingness to learn.

This Job Description is not intended to be detailed list of all the duties required to be undertaken. Reviews may take place at any time, but specifically at yearly intervals.

A full DBS check will be undertaken.