

Company Name: Integrative Supported Living Care

Policy No: 03-1302 Authorised: Pellagia Margolis Date: 15/01/2020

JOB DESCRIPTION - DEPUTY DOMICILIARY CARE SERVICES MANAGER

JOB TITLE: Deputy Domiciliary Care Services Manager

ACCOUNTABLE TO: Domiciliary Care Services Manager

## **RESPONSIBILITIES:**

- 1. To deputise for the Domiciliary Care Services Manager in the day-to-day operation of the Domiciliary Care Service business.
- 2. To assist in managing the Domiciliary Care Service within budgeted targets.
- 3. To undertake preliminary Risk Assessments at a service user's home in line with Organisational Health & Safety Policies.
- 4. In the absence of the Domiciliary Care Services Manager, to assume the role of "Responsible Person" with respect to Regulating Authority Guidelines, Health & Safety requirements, and *The Regulatory Reform (Fire Safety) Order, 2005*.
- To participate as required in the multi-disciplinary assessment of service user needs and the subsequent planning of service user care.
- 6. In the absence of the Domiciliary Care Services Manager, to manage and implement all aspects of the organisation's HR Policies.
- 7. In the absence of the Domiciliary Care Services Manager, to ensure continuity of the payroll.
- To participate in staff development, training and performance appraisals.
- To promote, and comply with, all Policies of the Organisation, as appropriate.
- 10. To participate in providing written reports of all complaints, accidents, and incidents in accordance with written Policies.
- 11. To keep abreast of all new developments in Health Care, and of the philosophies and policies of the Regulating Authority, and to communicate the same to the Domiciliary Care Services Manager.
- 12. To ensure that the day-to-day Care Services are operated in accordance with the latest Health & Safety legislation.
- 13. To assist in the collation, maintenance and control of all records as may be required by the Regulating Authority.
- 14. To conform to the *U.K.H.C.A. Code of Professional Conduct* in relation to the operation of the Domiciliary Care Service.
- 15. To participate in Staff, Team and Quality Management Review Meetings as directed by the Domiciliary Care Services Manager.

SIGNATORIES:				
Job Holder:				
	(Name)	(Signature)	(Date)	
Manager :				
	(Name)	(Signature)	(Date)	

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