

Curado

Deputy Care Home Manager (Full-Time)

Summary

- Do you want to be part of a dynamic company that has a culture of learning and leadership?
- Do you share these values?
 - A commitment to excellence.
 - Having a client centred approach.
 - Being a team player.
- We are a provider of residential care homes in Sutton Surrey which:-
 - a) **Provide support for adults (aged 18 – 65) with Mental Health needs.**
 - b) **Cater for individuals who are relatively well enough to live in the community but require low levels of supervision.**
- We are looking for a dynamic Deputy Care Home Manager who will be responsible for the daily care of service users and provide management support.

Principal tasks

1. To promote the values and principles of each care home and fully implement its policies, procedures and systems.
2. Create and promote an ordinary living environment for service users, enabling them to develop the skills required for independent living.
3. Develop individual care plans, based on assessment of needs, in conjunction with the referring agent and multi-disciplinary team.
4. Ensure that holistic care of each individual is reviewed on a regular basis.
5. Foster good relations and lines of communication with families/circles of support, commissioners and other stakeholders/services/agencies involved in the care of service users.
6. Stay abreast of developments and current trends, when caring for people with mental health needs.
7. Assist the Registered Manager in the leadership and management of staff, efficient management of budgets, marketing the home, recruitment, carrying out staff supervisions and rotas.

8. Co-ordinate any temporary care staff, trainees or volunteers drawn in to support the care home.
9. Co-ordinate the administration of external events in conjunction with other members of staff and volunteers or external groups as required.
10. Demonstrate a good understanding of legislation and maintain compliance.

Accountability

The post holder will be accountable to the Registered Manager.

Skills/Experience

- Previous experience of working with individuals with mental health needs.
- An awareness of the duties that come with managing a home.
- An awareness of the need for outward facing communication.
- An enthusiastic, self-starter with the ability to work in a small, dynamic environment.
- A confident personality with good organisational skills.
- Excellent oral and written communication skills are essential, as the ideal candidate will play a key role in a team that encourages the service users to express their wishes and needs and make informed choices.
- Minimum of Level 3 NVQ/QCF in Health & Social Care.
- A minimum of 2 years experience in a management/supervisory role or extensive experience as a Senior Care Support Worker within the past 5 years.
- Good IT Skills - Microsoft Office (word processing and spreadsheets) and use of the Internet.
- Current full UK driver's licence

Conditions of Service Location/Hours of Work/Salary

Location: Sutton, Surrey

Hours of Work: 37.5 hours a week (full-time).
Some commitment outside normal working hours may be required.

Development: Leadership & Management training
I Care Ambassador opportunity

Salary: Up to £24,000 per annum plus benefits

- Benefits:** Include but are not limited to a company pension, salary sacrifices, discounted gym membership and healthcare, big brand discounts, free phone insurance, special rate cinema tickets and meals out.
- Annual Leave:** 28 days including public holidays
- Contact:** For an application form contact Paige Maher on:-
0208 661 7238 or info@curadogroup.com
- Closing date:** Ongoing