



Main Street, Market Overton
LE15 7PL
Tel. 01572 767234
Fax. 01572 767503
www.lodgetrust.org.uk
admin@lodgetrust.org.uk
The Lodge Trust CIO (Charity No. 1161735)

Providing Christian support for adults with learning disabilities

Deputy Residential Care Manager

(Residential Services)

Full Time (40 hours)

Depending on experience, pay will be between points 16-19 on the Lodge Trust pay scale (£30,333 -£32,146)

Hours of Work: 40 hours per week (including evening and weekend hours)

You will work with the Residential Manager and in the Deputy manager team to ensure the smooth day to day running of The Lodge Trust and be responsible for managing one of the three residential teams.

You will act as the weekend duty manager on a 3 weekly rolling rota, the responsibility includes working shifts over the weekend with a day off in lieu during the week.

We are looking for a confident, dynamic and forward thinking individual to undertake the above role at The Lodge Trust.

Duties to include –

- In association with the Residential Services Manager to provide a homely and safe environment for all residents
- To manage the staff team to deliver the service for the residents in the home
- To work with the other Deputy Care Managers to ensure a smooth running of the site
- To work as a member of the residential team in support of the residents providing on the floor care as and when needed
- To cover for absent staff in the Residential Services, including morning, evening and weekend cover
- To act as the onsite and telephone back-up one weekend in three on a rolling rota with some weekday back-ups



The Lodge Trust is a non-smoking, non-vaping organisation.

To apply email HR@lodgetrust.org.uk

- **Include a current complete CV (including any gaps in your working record. We require this for our safer recruitment policy).**
- **Include a covering letter explaining how your experience and qualification fulfil the Job Description and Person Specification below.**



Job Title	Deputy Residential Living Manager – Job Description
Responsible to	Registered Manager
Staff Reporting directly to this post	Seniors, Care Staff and Volunteers
Service Aims	The Lodge Trust aims to provide services for adults with learning disabilities which promote Christian virtues and values. The staff group will support residents to develop their potential, encouraging them with appropriate support to develop all aspects of their individuality.
Role	<ul style="list-style-type: none"> • In association with the Registered Manager to provide a homely and safe environment for all residents • To assist the Registered Managers in line with statutory requirements and in line with the ethos/ values of The Lodge Trust • To assist the Registered Manager to ensure that all reporting requirements are carried out in line with policy, including to CQC and Local Authorities • To ensure that the policies of The Lodge Trust is the practice of the staff team • To comply with the Care Standards for adults with learning disabilities • To manage the staff team to deliver the service for the residents in the home • To deputise for the Registered Manager as required • To support the events and developments of the organisation
Responsibilities and Duties	<p>Residents:</p> <ul style="list-style-type: none"> • To assess, plan, implement and evaluate resident holistic support needs • To ensure the spiritual needs of the residents are supported • To manage medication with responsibility for medication audits, stock checks, reorders and ensuring that residents medication is administered in a timely and safely way • To ensure residents are supported to manage their money • To ensure residents are supported to take their annual leave • To ensure residents are supported to develop and maintain relationships • To ensure all residents have a keyworker • To ensure all residents' have annual and 6 month reviews carried out in a person-centred way • To support in running resident Our Voice meeting. <p>Staff:</p> <ul style="list-style-type: none"> • To implement all policies and procedures with regard to staff: <ul style="list-style-type: none"> ○ Interviews ○ Induction ○ Training ○ Supervisions ○ Appraisals ○ Performance management • To arrange and chair team meetings ensuring appropriate documentation • To manage staff rotas after publication and ensure they are fulfilled in practice • To work as a member of the residential team in support of the residents • To work as a member of the residential team to ensure consistency of approaches and efficiency of operation across the organisation <p>Home:</p> <ul style="list-style-type: none"> • To ensure the home is kept clean and homely • To ensure furniture is adequate and clean • To ensure that all home developments are in line with resident choice and in keeping with the style of home



	<p>Health and Safety:</p> <ul style="list-style-type: none"> • To implement all aspects of the H&S Policy as applicable to the home • To ensure a safe working environment at all times <p>Administration:</p> <ul style="list-style-type: none"> • To arrange formal resident reviews on an annual and 6 monthly basis to include families and social services • To ensure resident review reports are issued in a timely manner • To ensure an informal resident review is arranged between the formal reviews • To issue staff appraisal and probationary review reports in a timely manner • To ensure audits are completed as allocated. • To ensure adequate records are kept of staff absences and sick leave • To work within allocated budgets • To maintain records of furniture and equipment • To attend relevant meetings, e.g. Lodge Meeting, Seniors Meetings, Team Meeting etc. • To act as site On-Call and back-up manager on a rota basis: <ul style="list-style-type: none"> ○ Ensuring smooth running of the shift ○ Responding to resident emergencies ○ Responding to site emergencies and site security ○ Handling incoming telephone calls ○ Handling site visitors ○ Resolving staffing difficulties • To maintain confidentiality as required • To carry out agreed delegated tasks from the Registered Manager
<p>Entitlements</p>	<ul style="list-style-type: none"> • Holidays – see contract of employment • Terms and Conditions and Salary – see contract of employment



Job Title	Deputy Residential Living Manager – Person Specification	
	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none"> • Level 4 Diploma in Leadership and Management in Health & Social Care (or equivalent) or prepared to work towards the Diploma qualification • Knowledge of Care Standards and the Single Assessment Framework • Knowledge of relevant syndromes • Able to drive and in possession of a clean driving licence • An enhanced DBS disclosure 	<ul style="list-style-type: none"> • Accredited/Appointed First Aid qualification • Food hygiene qualification
Experience	<ul style="list-style-type: none"> • Worked in an appropriate field of learning disability • Worked in a team and demonstrated management capability 	<ul style="list-style-type: none"> • At least 1 years' experience in an appropriate field of learning disability • Management experience in carrying out supervisions, appraisals and forward planning
Skills/Abilities	<ul style="list-style-type: none"> • Able to support Service Users in a person-centred way • Able to advocate for people with learning disabilities • Aware of Health and Safety implications and responsibilities • Able to manage and motivate a team • Able to administrate and plan • Able to carry out risk assessments • Able to work under pressure • Able to use initiative, make decisions and respond appropriately in an emergency • Able to deputise for Registered Manager • Able to be the On-call for the whole site • Able to use IT effectively 	<ul style="list-style-type: none"> • Experience of home management • Able to understand and work to contracts • Able to lead Christian devotions • Able to speak in public
Personal Qualities	<ul style="list-style-type: none"> • To be in sympathy with the Christian ethos of The Lodge Trust • Able to agree to the work ethic of The Lodge Trust • Able to maintain confidentiality • Willing to learn • Flexible in approach to change • Flexible in being able to cover for absence within the team • Physical and mental health acceptable for the role • Reliable and punctual • Able to work as a part of a team • Possess a good sense of humour 	

