

<b>Job title</b>	<b>Assistant manager - nights</b>
<b>Supervised by</b>	Deputy Manager/Registered Manager
<b>Reporting to</b>	Registered Manager, Russell Churcher Court
<b>Based at</b>	Russell Churcher Court, Gosport
<b>Hours of work</b>	36.75 plus overtime as needed

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## Job purpose

- To manage the night care team and ensure the care home meets standards that exceed internal, CQC KLOEs and other statutory health and safety requirements.
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## Key responsibilities

### Care standards and Quality Assurance

- To manage the care home throughout your duty.
- Ensure that person centred care is delivered to residents at all times and that carers and senior carers work effectively
- Identify and mitigate any potential risks to residents, staff or visitors during a span of duty and ensure necessary documentation for recording incidents is completed
- To participate with the Registered Care Home Manager in the review, recording and updating of residents' care plans as required
- To be a competent role model and act as a knowledgeable resource for the team
- To ensure that all medicines are administered and stored in line with the required policies and best practice guidelines
- With the Registered Care Home Manager ensure the management of medication complies with the Trust's, Care Quality Commission (CQC) standards and other specified guidelines
- Manage the electronic and paper-based records relating to medication for residents so that they are accurate and complete
- Manage the nutritional needs of each resident as it applies to the night shift, so that each person's requirements are maintained and recorded including special dietary requirements and the monitoring of calorie intake

- Being aware of activities and belief preferences of residents.
- Ensure that the required regular checks on residents and facilities are carried out to meet the regulatory standards
- Deliver the required documentation and verbal communications for a safe and effective handover of duty at the end of the shift

## Customer Care

- As part of the plan agreed with the Registered Care Home Manager, maintain effective communication standards with residents, their relatives, friends, other staff and external visitors to the Trust and deal sensitively with any questions or concerns
- Ensure your own knowledge and job skills are up to date so that residents receive the best possible standards of care and service
- Show courtesy and respect to residents at all times and respect their need for dignity and confidentiality and that of their family and friends

## People Management

- To manage all carers and senior carers on the floor during a span of duty with particular focus on care standards operating in a SCA role as necessary on approximately two shifts per week
- Resolve any performance issues as and when they arise and ensure that the Deputy or Registered Care Home Manager is notified as well as HR
- Provide line management to a dedicated team of carers and senior carers
- Deliver regular planned and documented observations and supervisions are conducted frequently and in line with CQC requirements
- Deliver annual appraisals for carers and senior carers and encourage each team member, to model the Trust's values with input from Registered Care Home Manager

The purpose of this job description is to focus attention on the most important aspects of the job-holder's role. It is not intended to be a complete list of the duties; therefore, it is to be expected that the day to day performance of the job will include tasks not listed above. The list of duties for which the job-holder is responsible may reasonably be varied at the discretion of the Trust. Thorngate Churcher Trust is an equal opportunities employer and welcomes applications from suitable qualified people from all sections of the community.