

Role Profile for Day Centre Co-ordinator

Job Title	Day Centre Co-ordinator
Reports to	Home Manager
General scope of post	<p>The Day Care Co-ordinator will be accountable to the Manager for the day to day management of the Day Centre for older people and will be responsible for promoting and maintaining the highest professional standards and care practices</p> <p>The principal task of the post holder will be to provide physical, emotional and social care for those attending the Centre and, in consultation with the members and other employees, to establish a range of activities and promote a stimulating environment for those attending the Centre. The Day Care Co-ordinator will be required to direct and advise less experienced members of employees and will be required to accept responsibility for the efficient and proper management of the Day Centre in accordance with Trust policy</p>
Key Accountabilities	<ul style="list-style-type: none"> • Participation in the emotional and physical care of members and provide as far as possible. • A happy, stimulating and stable environment including providing activities and outings. • Supporting members and their relatives as required. • Monitoring the well being of members and liaise with other professional employees on their behalf. • Keeping up to date with new developments in the field of caring for older people. • Induction of new employees working in the Centre. Ensure employees have appropriate training to carry out their role. Carry out supervisions and appraisals with Day Centre employees and support the Home Manager in managing any performance issues. • Responsibility for the efficient and proper management of the Day Centre in accordance with Trust policy. Support and ensure good relationships with volunteers • Being prepared to work some evenings and weekends to provide a Day Care service or support the main home if required. • Be a key member of the Rostering Team and work in line with the Trust's roles and responsibilities matrix for rostering • Take responsibility for all elements of the rostering process to ensure adequate shift coverage and employees are paid correctly first time
Number of Direct Report	Up to 3 direct reports
Financial Responsibility	There is no financial responsibility however a knowledge of budget control is required to undertake some key duties
Knowledge, skills & Abilities	<p>Level 3 Diploma in Health & Social Care or equivalent (or working towards)</p> <p>Previous experience of working in a residential care setting with older people</p> <p>Ability to undertake day to day running of home under direction of the manager</p> <p>Conversant with Care Standards Act, understanding of responsibilities under HSAW Act.</p> <p>Food Hygiene, Infection Control, Risk Assessment, Care Plans and Reviews</p>

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Person Specification

ESSENTIAL	DESIRABLE
<u>Qualifications</u> Level 3 Diploma in Health & Social Care or equivalent (or working towards)	Supervisory management course Interviewing skills Computer literate
<u>Experience</u> Previous experience of working in a residential care setting with older people. Ability to undertake day to day running of home under direction of the manager	
<u>General Aptitude</u> A proven record in care of the elderly and a desire to provide excellence of care through skilled team management, the ability to relate to older people and care for them in a sensitive manner	Dementia Care training
<u>Motivation</u> A commitment to provide high quality care standards for older people and to promote equal opportunities and non-discriminatory practice	
<u>Knowledge</u> Conversant with Care Standards Act, understanding of responsibilities under HSAW Act. Food Hygiene, Infection Control, Risk Assessment, Care Plans and Reviews	
<u>Specific Skills</u> Ability to liaise with other care/health professionals, supervision, chairing meetings, organising and implementing training, communication skills	
<u>Interpersonal Skills</u> Ability to form positive relationships with colleagues and build supportive teams. Promote good relations with relatives, friends and volunteers	