

Job description



Job title: Day Care Centre Manager

Responsible to: Home Manager

Our Values

- ❖ Fulfilling Lives is our core purpose
 - ❖ Every one of us makes a difference is the belief that drives us
 - ❖ Caring, Passionate and Teamwork are the values that underpin everything we do
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Job Summary

The Day Care Centre Manager will be passionate about working with older people and providing a quality, activity based care service. You will be responsible for marketing the service, liaising with other local agencies and recruiting, training and supervising a specialist team. Being able to support a dispersed workforce is an essential element of managing the day care service.

Key Responsibilities

- Understand, implement and evaluate aims, objectives, policies, procedures, guidelines and principles of good practice when providing day care.
- Understand and implement legislative and regulatory requirements relevant to the service user group.
- Be able to operate a service, which is flexible, responsive and non-discriminatory.
- Be able to assess potential service users who may be considering attending the centre.
- Work with other professionals to develop a specialist service.
- Market the service to potential service users directly or via other agencies.
- Maintain effective communication with service users, relatives, carers and other key people.
- To allocate, monitor and control financial resources.
- To create and maintain effective administrative systems.
- To recruit, select and supervise specialist colleagues.
- Carry out induction and ensuring that day care centre teams are fully trained and competent.
- Undertake appraisal and supervision with all day care centre teams.
- To plan, allocate and evaluate the workload of all colleagues.
- Establish and maintain effective working relationships.
- Develop and maintain effective assessment and review procedures, which become the foundation for appropriate personal documentation.
- Ensure that appropriate types of intervention take place to meet service user needs and rights.
- Liaise with other agencies involved with the service user to ensure the provision of integrated services.

Safeguarding of Vulnerable Adults / Mental Capacity Act

To complete training on Safeguarding of Vulnerable Adults and the Mental Capacity Act and be able to understand and implement SVA and MHA policies and procedures taking responsibility for reporting any safeguarding concerns to the senior person on duty or on-call RD

Health and Safety

As an employee of Care UK, the post holder has a duty under the Health and Safety at Work Act 1974, to:

- Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
- Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the organisation, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.
- To ensure that adequate measures are taken to protect the health and safety of all staff including the maintenance and upkeep of a safe environment.

Data Protection

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act and the company's ISO27001 accreditation. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

- ❖ This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.
- ❖ This job description is subject to regular review and appropriate modification.

Person specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of education / NVQ 3 in Health and Social Care 	<ul style="list-style-type: none"> • Dementia care training
Experience	<ul style="list-style-type: none"> • Experience of working in a similar environment • Management or supervisory experience • Previous involvement in the development of services, • Knowledge of service standards and principles 	
Technical Skills	<ul style="list-style-type: none"> • Effective communication skills both written and verbal • Demonstrates awareness of the role with regards to the quality of care delivery and standard setting process. • Has the ability to assess, plan, implement and evaluate service users' needs • Can demonstrate an understanding, caring and a positive attitude to working with older people, including those with dementia 	
Personal Qualities	<ul style="list-style-type: none"> • Self-motivated, flexible and enthusiastic approach to work • Works collaboratively with others sharing ideas and information at all times • Effectively builds trust with a consistent approach between actions and words • Shares ideas with others [to make improvements] • Keen to learn and improve own performance • Committed to communicate with customers to understand their needs • Will go the extra mile to help fulfil customers' needs • Has a 'can-do' approach to work 	