



Job Description - Day Care Organiser

Purpose of the Post

The main function is to supervise **and organise** the operations of day care, which includes supervision of activities and line managing support workers and volunteers.

Accountability

A member of the senior team will provide line management, support and supervision.

Posts managed are

Support Workers
Volunteers

Main Duties and Responsibilities

- 1 **Organise day care operations:** plan and facilitate a comprehensive programme of high quality activities, responsive to the individual personal care and social care needs of those attending day care. Arrange or provide transport to and from day care and escorting as necessary. Ensure provision of nutritious meals. Assist and support with taking prescribed medication in line with the organisation's policy and guidelines.
- 2 **Develop positive relationships:** with person with dementia, carers and their friends and family to help maintain the service user's social activities and relationships. Refer any concerns to a manager.
- 3 **Assessment and support planning:** to contribute to this process and reviews of service users and to record the changing needs of individual service users and carers.
- 4 **Supervise staff:** support and appraise support workers in day care, liaising when necessary with other managers. When appropriate lead and motivate volunteers and assist in their recruitment.
- 5 **Record keeping:** provide information for performance indicators and quality measures with regard to the service provided and to assist in maintaining up-to-date records as required.
- 6 **Attend Meetings and Training:** local, regional and national training and briefing sessions for day care organisers as specified throughout the year. Feedback to staff policy and operational changes and issues discussed.

Under direction of the Service Manager the post holder may be expected to fulfil the following responsibilities

- 7 **Provide feed back which contributes towards Annual Plans and Service reviews, evaluations and audits.**



- 8 **Supervise Premises:** where the service manager is based off site to ensure that any premises used are safely maintained and secure, and to comply with all relevant Health and Safety regulations.
- 9 **Contribute towards recruitment and training of day care staff.**
- 10 **Adhere to external regulations** under the guidance of the service manager.
- 11 **Supervise day care charges and petty cash:** ensure that the necessary financial procedures are adhered to and required deadlines are met.
- 12 **Any other reasonable request within capability of the jobholder.**

All of the responsibilities and duties are to be carried out according to Alzheimer Scotland's standards, policies and procedures as described in the –

- Organisation's Manuals
- Practice Standards

As well as promote and adhere to National Care Standards and the Scottish Social Services Council Codes of Practice.

Salary - The post is graded at points 15-18.

The post holder will be subject to a criminal check by Disclosure Scotland.

This job description is open to review by the organisation at any time and was last revised in March 2008.



Person Specification - Day Care Organiser

This person specification should be read with the job description for the post of Day Care Organiser. Please note that the competencies are not ranked in priority order.

The following criteria will be used in short listing candidates and in appointing the successful applicant.

Competency	Essential	Desirable
Appropriate attitude and values in working with vulnerable people	Understanding of and empathy with organisation's aims and values.	Understanding of the principles, values and practice of community care service for vulnerable adults
Qualifications		Recognised professional qualification in social care or nursing or other related occupations to a minimum level of SVQ level 3
Experience	Work or volunteering experience of supporting vulnerable adults and/or their carers.	Work or volunteering experience of supporting people affected by dementia
Communication	Good interpersonal communication and telephone skills. Ability to relate purposefully and communicate effectively with service users and carers. Basic understanding of IT systems and packages.	Experience of successful team working
Caring skills	Understanding and ability to care for vulnerable adults in a day care setting and to engage service users in meaningful activities. Ability to contribute towards care planning and reviews.	
Record keeping	Ability to contribute towards routine record keeping and performance indicators including service records, petty cash, transport records and health and safety audits.	Experience of routine record keeping
Supervising skills	Ability to supervise and lead care workers and/or volunteers in care tasks.	Experience of supervising or managing staff and volunteers
Other	Full driving license and access to car during working hours.	

This Person Specification is open to review by the organisation at any time and was updated in September 2014.