

Eric Liddell Centre

Day Care Services

Post: Day Care Officer

Salary per annum £18500

Purpose of the Post

The Day Care Officer (DCO) plays an integral part in the day-to-day operations of the day care provision for people with a diagnosis of dementia. The DCO will have a hands on approach to assisting with the supervision of activities and volunteers. The DCO works closely with the other team members to ensure that the highest quality of service is provided.

Line Management

The DCO reports in the first instance to the Senior Day Care Officer (SDCO) and ultimately to the Day Care Manager (DCM). Supervision is by the (SDCO) and Support and supervision is by (DCM)

Main Duties and Responsibilities

Day Care

1. To provide care in an enriching environment that promotes the well being of service users attending the day care programme by participating in the planning, preparation and presentation of daily activities.
2. To set up the day care room for the programme and to tidy area after activity
3. To maintain up to date records of attendance and the fire register as required
4. To work in a flexible manner as job requires

Client Care

5. To work with service users and their carers as a key worker and compile accurate individual care plans, care notes, risk assessments
6. Ensure that the team is informed about all matters relevant to the service users' care and wishes.
7. To participate in service users' internal care reviews and produce updated care plans and any other relevant documentation incident reports and letters to families.
8. To participate in other agencies' care reviews as directed by the SDCO or DCM.

Professional relationships

9. Work with the other team members to develop positive relationships with the service users, carers and others (e.g. family and friends) in order to assist in maintaining the individuals' personal skills, activities and relationships.
10. To maintain and develop good relationships with carers and professionals involved with the programme.
11. To supervise and support volunteers who are involved in the programme on a day to day basis.
12. To attend regular staff meetings, training sessions and supervision, as required.

Transport

13. To participate in ensuring that transport is appropriately organised.
14. Following established transport, moving and handling procedures, collect and return service users to and from their homes by assisting them on and off of the bus and escorting them on the bus in a safe and comfortable manner.

Personal needs

15. Assist with the administration of prescribed medication in line with policy and guidelines.
16. Assist service users to use the toilet (this may mean coping with incontinence) and other personal care.

Health and Safety

17. Be aware of Health and Safety issues and work within Eric Liddell Centre Health and Safety policies and procedures.
18. Ensure the Day Care is safe for use through appropriate risk awareness.
19. Ensure that the Day Care is properly maintained and kept secure and that all equipment is clean and safe to use.

General

20. To maintain confidentiality at all times
21. To work with service users in a person centred manner to achieve personal outcomes in accordance with Centre values and ethos.

This is by no means an exhaustive list of duties and the DCO may be called upon to work in a flexible manner to fulfil other appropriate duties as the service develops.

Skills & experience required

Qualifications/skills/experience	Essential	Desirable
Social Care/Care qualification SVQ level 3 in health and Social Care (or equivalent).	√	
Experience of working with people with a dementia/cognitive impairment related illness	√	
Experience of care planning and key worker role		√
Good organisational skills	√	
A warm, friendly outgoing personality	√	
Experience of using a computer for emails, in record keeping, and to produce documentation	√	
Able to communicate well at all levels	√	
Working with volunteers		√
Experience of participating in and leading a wide range of enriching recreational activities and crafts		√
Experience working in a flexible manner	√	

