



Eric Liddell Centre

Day Care Service

Senior Day Care Officer

Purpose of the Post

The Senior Day Care Officer (SDCO) is an integral part of the day-to-day operations and care provision activities for people with a diagnosis of dementia or cognitive impairment. The SDCO supervises staff, volunteers and activities to ensure the highest quality of service is provided, as directed by the Day Care Manager (DCM). The SDCO will support the DCM in all activities related to the development of the Day Care service.

Line Management

The SDCO reports to and receives supervision and support from the DCM.

Main Duties and Responsibilities

Day Care

1. To provide care and a safe and enriching environment that promotes the well-being of clients attending the Day Care service by planning, preparing, implementing and supervising daily activities and outings.
2. To organise the staff and volunteer team to provide a comprehensive, person-centred programme of high quality Day Care activities, which is responsive to individual outcomes, as directed by the DCM.
3. To take a hands-on approach to the daily set up and other requirements for the service.
4. To ensure that all clients' daily records are kept up-to-date.

Client Care

5. To process referrals to the service and assess the needs of individual clients.
6. To assess the needs and suitability of clients and carers for the service provided through a programme of regular reviews.
7. To facilitate, implement and monitor individual care plans and ensure that the DCM is informed about all matters relevant to client care.
8. To participate in clients' internal care reviews and care programme updates.
9. To facilitate and participate in other agencies' case reviews as directed by the DCM.

Professional relationships

10. To develop positive relationships with clients, carers and others (e.g. family and friends) in order to maintain clients' personal skills, activities and relationships.
11. To maintain good relationships with carers and professionals involved with the service.
12. To arrange regular staff meetings, training sessions and supervision, as required.
13. To attend meetings and specified community networks, as directed by the DCM.

Staff

14. To assist the DCM with recruitment of staff.
15. To identify staff training needs and arrange appropriate training.
16. To plan and prepare in-house training.
17. To provide input for staff Annual Appraisals.

Volunteers

18. To assist the DCM with recruitment and induction of volunteers.
19. To identify and arrange training of volunteers.
20. To provide regular support and supervision for volunteers in accordance with ELC policy.
21. To organise and supervise regular volunteer meetings and newsletters.

Students

22. To assist with the mentoring of students.

Administration

23. To work with the Administrative Assistant to ensure that all of the administrative processes of the service are well-maintained and kept up-to-date.
24. To assist with drafting reports for approval by the DCM.
25. To work with the Communications Administrator and contribute to social media publicity, campaigns, etc.

Transport

26. To ensure that all transport needs are appropriately organised.
27. To oversee assistance to clients to mobilise on and off transport and to monitor staff and volunteer involvement in this practice.
28. To escort people to and from the Day Care when required.

Personal Needs

29. To supervise the giving of prescribed medication in line with policy and guidelines.
30. To assist with toileting (this may mean coping with incontinence) and other personal care.

Health and Safety

31. To be aware of and respond to safety issues, including those raised by staff and volunteers
32. To assist the DMC in regular "risk assessment" reviews.
33. To ensure that Day Care facilities are safe for use, properly maintained and kept clean and secure.
34. To ensure that all equipment is clean and safe for use.

General

35. To ensure that confidentiality is maintained personally and within the staff team and volunteers.
36. To ensure that the staff and volunteers act in a non-judgemental and non-discriminatory manner at all times.

This is by no means an exhaustive list of duties and the SDCO may be called upon to work in a flexible manner to fulfil other appropriate duties from time to time.

Hours of work:

Monday	8.30am – 4.00pm
Tuesday	8.30am – 4.30pm
Wednesday	8.30am – 3.30pm
Thursday	8.30am – 4.30pm
Friday	8.30am – 3.30pm

(Includes two 15 minute breaks)

Normal hours of work will be 37.5 hours per week (as stated above) but flexible working by prior arrangement may be required to accommodate events out with Day Care hours. A time off in lieu arrangement on an hour for hour basis will be negotiated at the time.

Salary: £25,000 per annum (fixed for one year)

Pension Scheme: Eric Liddell Centre Group Money Purchase Pension Scheme (Contributory – 5% for employee and employer).

Death in service cover:	After nine-months' service, you will be automatically covered by the ELC death-in-service insurance (Cover = 3 times contracted salary)
Annual Leave Entitlement:	30 days inclusive of all public holidays. The Centre is closed during the Christmas and New Year period and Easter Monday.
Occupational Sick Pay:	The ELC has an Occupational Sick Pay Scheme.

It should be noted that the Eric Liddell Centre operates a non-smoking policy.

Criteria	Essential	Desirable
Attributes & Skills		
A Health or Social Work qualification/SVQ3, level 7 or above	√	
A warm, friendly outgoing personality	√	
Able to communicate well at all levels	√	
Good organisational skills	√	
Good interpersonal skills	√	
Good health	√	
Willing to work towards the Professional Development Award (PDA) in Health and Social Care Supervision at SCQF level 7	√	
Health and Social Care Registration or Equivalent		√
Clean driving licence		√
Experience		
Personal or professional experience of working with people with dementia, cognitive impairment or related illness	√	
Experience working in a flexible manner	√	
Experience of using IT packages	√	
Experience of care planning and key worker role	√	
Experience of participating in and leading a wide range of enriching recreational activities and crafts	√	
Experience of directing students	√	
Experience of working with volunteers	√	

Day Care Service – Senior Day Care Officer (background information)

The Eric Liddell Day Care Service provides specialised, high quality care for people with a diagnosis of dementia or cognitive impairment. The Day Centre operates from Monday to Friday from the Florence Mackenzie Day Care Unit within the Eric Liddell Centre we provide up to 70 places per week.

This small, friendly service is run by a manager, Day Care staff and a team of volunteers.

At the Day Centre a varied and stimulating programme of person-centred activities is on offer. By offering a wide and varied programme we enable our clients to retain their independence for as long as possible whilst continuing to live in the community.