

FALKIRK COUNCIL

JOB DESCRIPTION

SECTION A

Job Description

Job Title: Day Centre Assistant

Service: Housing and Social Work

Section: Adult Provision

Location: Dundas Resource Centre

SECTION B

Organisational Relationship

Responsible directly to the Senior Day Centre Officer.

SECTION C

Job Purpose

1. To encourage people to achieve and maintain maximum levels of independence.
2. To encourage people to participate in social activities and involvement in their local communities.

SECTION D

Key Responsibilities

1. To support, assist and guide service users in various environments, e.g. home, day centre or within the community.
2. To provide general support to service users including personal care support needs
3. To provide support to carers and day centre staff working with service users.
4. To support service users in social activities and involvement in their local communities.
5. To work together with other support staff and external agencies.

SECTION E

Accountability

To be accountable to and keep line management fully informed by way of verbal or written reports as necessary to ensure agreed standards of service.

SECTION F

Knowledge, Skills and Experience

The post requires someone with experience in working with people with learning disabilities.

The person appointed should be of sufficient flexibility to undertake a wide variety of specialist tasks and be prepared to learn and develop skills beyond those which he or she brings initially to the job.

SECTION G

Demands

The post holder should have a positive and friendly manner and embrace change with interest.

The post holder must ensure that the principles of confidentiality, equal opportunities and non-discriminatory practice are adhered to within the service delivery.

SECTION H

Communications and Contacts

Internal: All day centre staff, service users.

External: Parents, Carers, Social and Health Services, community facilities.

SECTION I

Environment

Within day centre with links to numerous community resources and other services. Must have flexibility to access facilities outwith centre hours.

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