

| JOB OUTLINE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                              |
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| <b>JOB TITLE:</b> Day Services Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>JET CODE:</b> 5045 / 5046 |
| <b>SERVICE:</b> Adult Community Resources                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                              |
| <b>DIVISION:</b> East Lothian Health and Social Care Partnership – Children and Adults                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                              |
| <b>REPORTING TO:</b> Adult Community Resource Manager / Senior Day Services Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                              |
| <b>RESPONSIBLE FOR:</b> None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                              |
| <p><b>JOB PURPOSE:</b><br/>To deliver high quality Day Services which meet the assessed needs of individual service users, promoting independence and enhancing East Lothian's role as a provider of learning disability day services, in accordance with the values and principles of the National Care Standards, and within the policies and procedures of the Council.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                              |
| <p><b>MAIN DUTIES:</b></p> <p>Plan, prepare, deliver and evaluate individual and group activities, including accessing community and service resources as required.</p> <p>Co-ordinate and manage group and/or individual activities in a variety of community and service settings.</p> <p>Contribute to multi-disciplinary assessment of individual service user needs.</p> <p>Contribute to the assessment and care management process by co-ordinating assessments, sharing information and writing reviews and other reports in accordance with Departmental Policies and Procedures.</p> <p>Liaise with stakeholders and agencies, as required.</p> <p>Undertake drug administration for service users and provide specialist support to service users, in accordance with Departmental Policies and Procedures.</p> <p>Identify resource requirements and purchase materials/supplies, as required.</p> <p>Provide service users with direct personal care and support, respecting their individual rights and choice and, where necessary, advocate on their behalf.</p> <p>Ensure current personal care needs of individual service users are met.</p> <p>To monitor and maintain the safety and hygiene of the working environment, including availability of sufficient personal care resources.</p> |                              |



Assess and review service delivery for individuals.

Maintain records for key service users in accordance with Departmental Confidentiality Guidelines and Open Access Policy.

Undertake and participate in mandatory and in-service training and personal development opportunities as agreed with Line Management.

Participate in regular individual supervision provided through Line Management.

Represent the Service, as directed, by the Learning Disability Day Service Management.

Participate in staff meetings.

Undertake training and development.

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

## ESSENTIAL REQUIREMENTS FOR THIS ROLE

### Qualifications/Experience:

- **Essential for Qualified Post:** HNC in Social Care **or** SVQ3 **or** equivalent and be able to demonstrate equivalent knowledge, skills and competencies gained through previous experience.
- **Essential for Unqualified Post:** General standard of education e.g. SVQ Level 2/ Highers (including English) and be able to demonstrate equivalent knowledge, skills and competencies gained through previous experience.

### Disclosure Scotland:

- This role requires **PVG clearance** for regulated work with children and protected adults. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.

### Scottish Social Services Council:

- None



| PERSON SPECIFICATION                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                |
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| Attributes                                  | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Desirable                                                                                                                                                      |
| Education, Registration & Training          | <p><b>Essential for Qualified Post:</b> HNC in Social Care <b>or</b> SVQ3 <b>or</b> equivalent and be able to demonstrate equivalent knowledge, skills and competencies gained through previous experience.</p> <p><b>Essential for Unqualified Post:</b> General standard of education e.g. SVQ Level 2/Highers (including English) and be able to demonstrate equivalent knowledge, skills and competencies gained through previous experience.</p> <p>This role requires <b>PVG clearance</b> for regulated work with children and protected adults. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be <b>required prior to commencement</b>.</p> |                                                                                                                                                                |
| Previous Experience (Paid & Voluntary Work) | <p>Experience of working in a community or social care setting for individuals with a learning and/or physical disability.</p> <p>Experience of delivering group work and community activities.</p> <p>Experience of providing direct personal care, including medication.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p>Experience of managing behaviour that challenges.</p> <p>Experience of using communication methods to support service users with limited communication.</p> |
| Knowledge/ Skills /Competencies             | <p>Ability to support and plan group and community based activities.</p> <p>Ability to assist service users with aspects of personal care, including administration of medication.</p> <p>Effective verbal and written communication skills.</p> <p>Effective organisational and time management skills.</p>                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                |



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|                    | An awareness of how service users with a disability should be supported to meet their personal outcomes.                                                                                                                                                                                                                                           |  |
| Personal Qualities | <p>Ability to use own initiative.</p> <p>Ability to work under pressure and meet deadlines.</p> <p>Ability to work flexibly as part of a team.</p> <p>Ability to develop effective relationships with colleagues, line managers and other professionals.</p> <p>Ability to maintain confidentiality relating to sensitive or personal matters.</p> |  |
| Council Behaviours | <p>We are Person Centred</p> <p>We Initiate and Embrace Change</p> <p>We Strive to be the Best we can be</p> <p>We make things Happen</p> <p>We work Together</p>                                                                                                                                                                                  |  |