

## Job Description

**Job Title** Day Centre Officer

**Level** Level 6

**Service** Health and Social Care Partnership

### Job Purpose

To support people regardless of age or disability to lead ordinary lives as laid out by the Scottish Executive's National Care Standards. This will involve providing assistance to people with higher support needs and working as part of a staff team with direction from senior staff.

**Date:** July 2018



## Post Responsibilities:

- Contribute, assist, monitor and support service users in achieving and maintaining an imaginative, personalised and effective day care programme that promotes independence and choice whilst meeting assessed need and treats individuals with dignity and respect.
- Promote, monitor and support service users with personal care, medication, dietary and mobility needs where assessed; including supporting service users to and from the unit where appropriate in compliance with the Council's Policies and Procedures and risk assessment and to treat individuals with dignity and respect.
- Undertake keyworker responsibilities within timescales; carry out and complete formal and informal risk assessments and formulate, monitor and review care plans to ensure and maintain effective service delivery.
- Establish and maintain professional relationships with service users, family and carers. Promoting effective communication for and about individuals.
- Report any changes or concerns regarding the physical or mental well-being of service users to the Unit Team Leader and senior staff.
- To participate in on-going training as directed for the maintenance and development of relevant skills for the proper delivery of the duties of a Day Centre Officer.

## Possession of:

- SVQ 2 in Social Care or relevant experience and the ability to work towards attaining current and future registration requirements of the SSSC.

## Substantiated ability to:

- Communicate effectively using both written and verbal forms of communication.
- Work on own initiative but also as part of a team.

## Demonstrable experience of:

- Previous knowledge / experience of providing personal care.
- Experience in working with vulnerable and challenging groups and the ability to deal with diverse situations.
- Genuine empathy and concern for vulnerable people and the ability to adapt communication skills as appropriate to the person.



## Proven Technical Understanding of:

- Good computer and ICT skills.
- An awareness of health and safety in the workplace.
- Meet the standards of performance required under the Values and Behaviours of South Ayrshire Council's Competence Framework.

**In terms of the Protection of Vulnerable Groups (Scotland) Act 2007, this post is designated as Regulated Work. Consequently, in order to undertake the duties of this post, you must hold Membership of the Protecting Vulnerable Groups (PVG) Scheme.**

**If you are charged with any offence, or are involved in any activity which may have implications for your membership of the PVG Scheme, you must immediately notify your Line Manager. Applicants must be able to recognise and report concerns about the wellbeing of children and vulnerable service users and be able to maintain appropriate professional relationships with service users.**

**Must be able to travel efficiently and effectively between various locations.**

