

Day Centre Officer

Day Centres

At a glance:

Grade: E/F

Salary: As per advert

Allowances:

- Distant Islands Allowance

Job Purpose:

Assist in the provision of services for elderly people which are flexible, sensitive and responsive to individual need. Promote, through day care activities, the rights of elderly service users to have informed choice, self-determination and to maintain, through independence, their personal dignity.

For application support contact hrsupport@orkney.gov.uk or call **01856 873535 ext.2250**

Benefits and Support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)	Supported to work and earn whilst achieving qualification
Local Government Pension Scheme	Maternity, Paternity and Sick Pay
Comprehensive induction process	Employee Assistance Programme

Main Duties and Responsibilities

Implement, at the direction of the Senior Day Centre Officer, a care programme for attendees as comes within the scope of existing Orkney Health and Care policies and procedures, in respect of day care services for elderly people.

Establish, develop and maintain effective, efficient and professional relationships with users of the service, their carers and other service providers.

Aspire, at all times, to professional standards which reflect Orkney Health and Care's stated aims.

Prepare individual care plans and undertake the role of key worker for centre users, as designated by the Senior Day Centre Officer.

Provide support, care and instruction in a range of activities aimed at encouraging users to develop personal independence skills and pursue social/recreational interests.

Attend to the general care and wellbeing of users, including assisting with basic needs, i.e., bathing, toileting, feeding etc.

Attend regular staff meetings.

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

For appointment at grade E:

Hold SVQ2 or equivalent qualification in Social Care AND requirement to achieve SVQ3 in Social Care or other relevant qualification within a 3 year period.

For appointment at/ progression to Grade F:

SVQ 3 in Social Care or other relevant SCQF Level 6 qualification.

Previous experience of working in care.

Ability to demonstrate knowledge of older people/disability needs.

Ability to travel efficiently and effectively between various work locations within Orkney to meet the operational requirements of the Service.

Requirements of the Role

Disclosure/PVG:	PVG Adults	Convictions to Declare:	All
Politically Restricted Post:	No	Sponsorship:	Possibly
Work Additional Hours:	No	Term Time Post:	No