

Role Profile

Post Title:	Day Care Officer
Grade:	5
Date Created:	15th March 2022

ROLE DEFINITION

To provide day services to older people in a day care setting and the wider community including peoples own homes, ensuring a safe and stimulating environment that promotes rehabilitation, ensuring service users are able to remain in their own home.

KEY TASKS AND RESPONSIBILITIES

Corporate Responsibilities

- Undertake individual role in line with the Council's Strategic Priorities and in compliance with the Council's corporate policies and procedures.
- Undertake any other reasonably required duties as instructed by Management or someone acting on their behalf, in addition to the role specific tasks & responsibilities detailed below.

Role Specific Tasks & Responsibilities

- Promote a therapeutic environment that promotes rehabilitation and meets the assess needs of the individual.
 - Be aware of and promote Standards of Practice including National Care Standards.
 - Promote personalised and planned services, based on users' individual needs, including social, physical and psychological needs.
 - Act as a key worker to specified service users and advocate on behalf of the service user group.
 - Help stimulate users through mental and physical activities.
 - Contribute to the appropriate systems for reviews in conjunction with colleagues and other agencies.
 - Communicate effectively with other staff and service users.
 - Work alongside service users and carers in planning and supporting the day care experience.
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- Prepare and write reports and keep up to date personal case files and case notes.
- Undertake escort duties (and driving duties for those posts located on the Isle of Arran) to service users on Council transport.
- Act as a member of a team and participate in team meetings.
- Participate in training and supervision.

ESSENTIAL / DESIRABLE CRITERIA

	Essential	Desirable	Evidence
Education and Qualifications	SVQ Level 2 Social Care or equivalent	- SVQ Level 3 Social Care or equivalent - Certificate in First Aid	- Application Form - Interview
Experience	- Working with people in a caring capacity - Delivering personal care	- Working in a Day Care setting - Working with older people with learning disabilities and / or dementia	- Application Form - References - Interview
Specialist Knowledge	- Understanding of dementia and how it affects older people - Understanding of physical conditions of frail, elderly people	- Understanding of personalisation - Awareness of National Agendas regarding Older People	- Application Form - Interview - Pre/Post-Interview Check (if appropriate)
Skills and Abilities	- Articulate the needs of older people - Relate to older people and advocate on their behalf	Work alongside older people in an enabling role	- Application Form - References - Interview



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	• Organise and structure meaningful activities for older people • Work as part of a team • Written and verbal communication skills		
Other	• Required to undertake Moving and Handling training • Required to undertake CALM training • Required to join the PBG Scheme for this type of regulated work • Registered, or in the process of registering, with SSSC • Willing to undertake appropriate training • Ability to work evenings and weekends if required • Full UK driving licence (this only applies to posts located on the Isle of Arran)	• A wide range of creative interests which could be applied in a day care setting	• Application Form • Interview • Pre/Post-Interview Check (if appropriate)



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Please be aware that the successful candidate must be able to travel throughout North Ayrshire (own car/public transport/pool cars etc) for work purposes, meetings, training courses etc.



OUR STAFF VALUES & BEHAVIOURS

Value	Behaviours
<u>Focus</u> we put our customers first we understand the bigger picture	• Provide excellent customer services • Meet and, where possible, exceed the expectations of internal and external customers • Understand the performance levels and standards required within our own role and strive to achieve and, where possible, exceed these • Know how the work we do fits into the overall performance of the Council
<u>Passion</u> we take pride in the jobs we do we are ambitious for our community	• Take ownership of our own actions and performance • Reflect on the work we do and consider how it could be improved • Have a positive impact on the lives of our customers and their communities • Push the boundaries to help our customers and communities realise their potential
<u>Inspiration</u> we all look for better ways to deliver our services we achieve the best results by working together	• Find new ways to deliver improvements, efficiencies and value for money • Embrace change with enthusiasm and creative ideas • Work together and creatively produce the best outcomes for our customers and communities • Plan all activities with the end goal in mind

