

BIADS' JOB DESCRIPTION

DAY CENTRE MANAGER

RESPONSIBLE TO

BIADS' Chief Officer

RESPONSIBLE FOR

Day care centre support workers and volunteers

SALARY

£25,000 per annum

HOURS

37 hours per week

OVERALL PURPOSE OF THE ROLE

BIADS is reopening its day care centre which will ultimately be open seven days a week. The centre will provide a person-centred service offering enriching, meaningful and enjoyable opportunities for people with dementia. Our aim is to support social interaction and companionship, reduce loneliness, help maintain self confidence and to offer a range of enjoyable and stimulating activities that provide a focus to our service users' days.

The post holder will be responsible for managing the day care centre including:

Maintaining a safe and supportive environment for all our service users during their visits to the Centre
The development, implementation and promotion of organisational procedures that represent best practice

Developing local knowledge of needs and a network of contacts, with the objective of marketing the opportunities we provide to referrers, funders and all other stakeholders. Building up the numbers of people accessing our services at the Centre over time in line with BIADS' business strategy

Resourcing services appropriately with the Day Care support worker team and volunteers

Developing the range of activities on offer during the day as well as complementary services

Undertaking initial home assessments required to ensure that our services are suitable for a prospective user

PRINCIPLE DUTIES AND RESPONSIBILITIES**Strategic**

- Ensuring day services are planned, resourced and developed in accordance with local need and the overall development plan of BIADS
- Ensuring the services provided meet our strategic objectives for the people we serve and are effectively evaluated and monitored
- Developing and extending BIADS' reputation for excellence in the services it provides, maintaining strong links with local agencies and key stakeholders through regular presentations and marketing activities
- Maintaining a clear culture of respect for service users and their individual (including cultural) needs

Service users

- Ensuring BIADS' assessment, review and care planning processes are implemented consistently and to high standards. Contributing to case conferences and reviews as appropriate
- Drawing up and implementing appropriate care plans for each service user and ensuring that there are regular reviews of their effectiveness
- Liaison with families/carers of service users in a professional and confidential manner over any health or welfare issues which arise

Staff and volunteers

- Ensuring staff training is updated and further skills are developed as needed or as required by law. Ensuring that policies and procedures, especially Health and Safety, administering first aid/summoning the emergency services and evacuation are understood and observed
- Ensuring that staff and volunteer resources are appropriately and efficiently managed
- To manage, supervise and motivate staff and volunteers - establishing a culture of open communication, support and teamwork. To conduct staff supervisions and appraisals and to provide constructive feedback to volunteers
- Work with BIADS' Volunteer Co-ordinator to recruit and support volunteers

Finance and administration

- Maintain accurate records of attendances for billing purposes
- Monitor financial performance against budgets – compile statistical data and prepare reports for the Board and Chief Officer as required
- Manage petty cash

Continual Professional Development

- To participate in training and development appropriate to the role including mandatory training
- To undertake QCF Level 5 Leadership for Health and Social Care if not already held
- Ensure ongoing personal development through training and participation in appropriate information sharing events
- Ensure that knowledge base is kept up to date and have an awareness of legislation and other relevant updates
- To be a positive role model with other colleagues in terms of your own continuous professional development
- To participate in identifying a personal development plan, training and supervision for self development and to ensure standards are maintained
- With Line Manager discuss and record own learning and devise a Personal Learning and Development Plan

Health and safety

- To implement, operate and maintain safe systems of work in accordance with BIADS' policies, procedures and guidance, training and associated risk assessments
- To report to your Line Manager any situations or issues for concern relating to significant foreseeable risks, incidents (including near misses) and/or accidents which give cause for concern in relation to safe systems of work (affecting your own health and safety or that of others affected by your work activities)
- Take responsibility for the maintenance of equipment and the suitability of the premises ie: light, heating, client safety and cleanliness
- To comply with the Health and Safety at Work Act 1974 and with BIADS' policy, paying particular attention to the reporting of dangerous situations
- To acknowledge own level of responsibility regarding Health and Safety
- To be responsible for own housekeeping and cleanliness including communal areas.

General

- To be committed to safeguarding and promoting the welfare of vulnerable adults
- Be familiar with the aims and objectives of BIADS and promote the work of the organisation at all times
- To maintain good relationships with carers, service users, voluntary and statutory organisations, colleagues, trustees and members at all times
- To accept that adaptability is essential and that the needs of the carers and service users come first
- To treat all carers/service users and people with care needs with respect and sensitivity, recognising the need for confidentiality in the management and sharing of information at all times
- To respect the personal choice lifestyles of colleagues, carers/service users and people with care needs, ensuring that equal opportunities principles are applied at all times
- To comply with the Code of Conduct and BIADS' Care Policies and procedures
- To undertake any other duties that may be considered commensurate with the level of the post

This job description is intended as a guide to the duties and responsibilities of the post and should not be regarded as a complete list of those required to be fulfilled under the written statement of the main terms and conditions of employment. The contents may be amended from time to time subject to developing service needs, although such amendment would occur following appropriate consultation with the post holder.

Signed by Line Manager

Date

Print name

Signed by Employee

Date

Print name

This document is to be signed and returned to your Line Manager on your appointment and will be a point of reference for discussion during supervision sessions and at the appraisal point for BIADS. The signed copy will be retained on your personal file and a photocopy will be provided for your own use.