

A.A. AGENCY LTD

Please note all our employers are Local Authority.

Post: Senior Day Centre Officer Adults

Rate: £15 p/h

CRB Required.

Responsible to: Centre Manager.

Person Supervises: Day Centre Officers, Welfare Assistants, Admin Staff, Volunteers, Domestic, Caretaker

Location: Towerhamlets, Islington, Newham, Waltham Forest, Southwark, Richmond, Croydon, Kensington & Chelsea, Wandsworth. Greenwich, City of London Etc.

PURPOSE OF JOB

To assist in providing a range of day opportunities for people with Physical and Sensory Impairments. To assist in the day-to-day management of the Centre, and to deputise for the Manager in his/her absence . To contribute to the efficient and effective provision of day services in accordance with council priorities. To be responsible for areas of practice identified in discussion with the Manager. To assist service users with all aspects of their personal care including moving and handling with appropriate equipment.

EQUAL OPPORTUNITIES

The Council has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

QUALITY ASSURANCE

Quality Assurance is an integral part of the Social Services departmental mission to deliver service, quality, equality and partnership. All members of staff are responsible for operating and promoting the development of quality standards and procedures, and actively improving the quality of services over time

JOB CONTEXT STATEMENT FOR OPERATIONAL AND SUPPORT STAFF

The Local Authority is committed to providing services which are user friendly and sensitive to individual needs. The Department is particularly seeking to promote the concept of integrated services and there is an expectation that staff will demonstrate their commitment to close co-operation with colleagues.

Many services need change and development to meet the particular needs of minority ethnic groups. Staff are required to participate in and support the necessary changes by being aware of the specific needs of vulnerable groups and informed about the Department's ethos of service, quality, equality and partnership.

Social Services provision must be developed on the basis of local needs. This is a difficult exercise in the present climate of local government spending reductions. Staff are expected to participate in the monitoring

of activities and if appropriate expenditure, in order to meet the Council's expectations of service delivery and value for money.

DUTIES AND RESPONSIBILITIES

- 1) To take responsibility for day to day operational issues within the day centre and to take overall management responsibility for the centre in the absence of the Manager.
- 2) To ensure that the Local Authority's equal opportunities, harassment, performance and conduct, recruitment and selection and all other procedures are followed in all aspects of service delivery.
- 3) To be aware of responsibilities under the Health and Safety at Work Act, and to ensure that health and Safety guidelines are adhered to and appropriate risk assessments are carried out.
- 4) To assist in the design and provision of a range of culturally appropriate activities for people with physical and sensory impairments, which are vocational, recreational and therapeutic, and to contribute to planning, development and evaluation of services provided by the Centre.
- 5) To assist in the assessment of potential service users, ensuring that cultural sensitivity is practised, monitored and maintained
- 6) To assist in managing the budget to ensure resources are efficiently and effectively used.
- 7) To liaise as necessary with service users, carers, families, social workers, and other agencies in the planning of the services offered to individual users.
- 8) To carry out regular supervision and appraisal of staff members as agreed with the manager.
- 9) To participate in staff training and induction as required.
- 10) To ensure good employee relations practices are maintained.
- 11) To take responsibility for areas of service delivery as discussed with the Manager.
- 12) To cover all aspects of centre administration in the absence of the admin staff.
- 13) To compile written reports and maintain records as required.
- 14) To ensure that the Manager is kept informed of day to day events within the Centre.
- 15) To liaise with Internal Transport to ensure that the transport requirements of service users are met efficiently.
- 16) To be available to work evenings, weekends and Bank Holidays as and when required.
- 17) To provide personal care including assisting service users with their meals, to use the toilet and with dressing and bathing, this will include safe moving and handling of disabled people with the use of appropriate equipment.
- 18) To undertake such other duties, within the competence of the post holder, which may be required reasonably, from time to time.