**The Open Door – Day Care Manager**

**Job Description**

**Job Title:** Day Care Manager

**Hours of work:** 37.5 hours, standard pattern Tuesday to Saturday 9am to 5pm. There may be occasional out of hours working for which time off in lieu is given, e.g. to attend evening meetings.

**Salary:** £27,000 to £29,000 a year plus 3% employer pension contribution

**Holidays:** 30 days, including 10 public holidays

**Reporting to:** Operational Manager

**Purpose of Job**

To manage a small team of staff and volunteers providing day care services for vulnerable older people, co-ordinate referrals, monitor and supervise the quality of care, ensure it meets contractual standards and identify and implement service improvements.

The postholder will be the named Registered Manager with the Care Inspectorate.

**Main Duties**

Day to day management of day care staff, including induction, training, communication, team meetings, support and supervision, performance reviews, discipline and grievance and managing sickness absence.

Assist in the recruitment of day care staff including pre-employment checks.

Ensure day care volunteers are properly trained and supervised and that the service is properly resourced.

Liaise with clients, their families, GPs and social workers to ensure an integrated approach.

Screen and prioritise referrals, assess clients’ needs and arrange a place in an appropriate group. Conduct home assessment visits.

Draw up and ensure implementation of appropriate care plans for each client and ensure there are regular reviews of effectiveness.

Provide care and support to clients, including personal care.

Provide emotional support and advice to families, and signposting to other services.

Create and maintain client records, including individual risk assessments, ensuring compliance with data protection rules.

Conduct and review group risk assessments.

Compile annual report for Care Inspectorate and ensure standards are met.

Oversee programme of activities tailored to individual needs of group members.

Manage and allocate day care budget.

Carry out menu planning, ensure food safety and provide training for volunteers involved in food preparation.

Ensure maintenance of mobility equipment.

Contribute to grant applications and end of grant reports.

Represent the Open Door at meetings and events.

Contribute to reports for the Board and attend meetings as appropriate.

Contribute to and implement organisational strategy and plans.

Contribute to development of performance measures and service improvements.

Deputise for the Operational Manager as appropriate.

Any other reasonable duties that are appropriate or as directed by the Board.

**Responsible for**

There are three direct reports all part time.

The Care Manager is responsible for the day to day supervision and training of volunteers allocated to them.

**Please note the post is subject to satisfactory PVG check and references.**

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**Person Specification**

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| **Essential** | **Desirable** |
| **Qualifications*** Must have SVQ Care Services Leadership and Management (SCQF level 10) or a degree in a relevant health or social care subject, e.g. Social Work, Nursing, Occupational Therapy.
* Must be registered or eligible to register with SSSC or another relevant professional body, e.g. NMC or HCPC, to become the named Registered Manager of the service.
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| **Knowledge and experience** * Previous experience in supervising staff
* Previous experience of working in a health or social care setting
* Experience of providing care services to elderly or vulnerable people
* Experience of undertaking care assessments
 | * Previous experience of working with volunteers
* Knowledge of current National Care Standards
* Understanding of the issues affecting elderly people
* Knowledge of the charity/voluntary sector
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| **Skills and abilities** * Able to manage, motivate and support staff and volunteers
* Able to manage budgets
* Able to work to tight deadlines, prioritise and delegate
* Able to foster effective relationships with clients, their families, GPs and social workers
* Excellent communication skills both verbal and in writing
* Able to work as part of a team
* Able to work on own initiative
* Able to assess and plan care requirements for older people and those suffering from dementia
* Competent IT skills – confident and proficient with Word, Excel, Powerpoint and Outlook
* Able to maintain confidentiality
 | * Full and valid UK driving licence and access to a vehicle during work time
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