**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 (DOE) plus 3% employer pension contribution

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

**Reporting to:** Operational Manager

**Purpose of Job**

To provide exceptional quality day care services for vulnerable older people, through managing a small team of staff and volunteers co-ordinate referrals, monitoring and supervising the quality of care, ensuring it meets contractual and registered standards, and identifying and implementing service improvements.

The postholder will be the named Registered Day Care 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.
* Prepare and cook a daily hot meal for day care members
* 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 all day care staff**

Currently there are three direct reports, all part time. This number may increase over time, and may include the management of agency staff and student placements.

The Day Care Manager is responsible for the day to day supervision and training of volunteers allocated to them. The Volunteer Co-ordinator is responsible for the recruitment and retention of volunteers including all pre-employment checks.

**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**   * 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 day care service. | * First Aid At Work * Food Safety |
| **Knowledge and experience**   * Experience in supervising staff * 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 * Knowledge of current National Care Standards | * Experience of working with volunteers * Understanding of the issues affecting elderly people * Knowledge of the charity/voluntary sector * Experience of new service development |
| **Skills and abilities**   * Manage, motivate and support staff and volunteers * Manage budgets * Work to tight deadlines, prioritise and delegate * Foster effective relationships with clients, their families, GPs and social workers * Excellent communication skills both verbal and in writing * Work as part of a team * Work on own initiative * 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 * Maintain confidentiality | * Full and valid UK driving licence and access to a vehicle during work time |