

Day Care Officer

Role: Day Care Officer	Department: Day Care Service
Reports to: Day Care Manager	Salary: £23,692 per annum
Location: The Eric Liddell Community	Type of contract: Permanent
Working hours and pattern: 37.5 hours per week	

About The Eric Liddell Community

The Eric Liddell Community (Scottish Charity Number SC003147) is a local care charity and community hub founded in 1980 in memory of the 1924 Olympic 400m gold medallist, Eric Liddell.

We are on a mission to bring people together in their local community, to enhance health and well-being and ultimately bring us closer to our vision of a world where no one feels lonely or isolated. We are doing this by: providing a Day Service for people living with dementia; a program of wellbeing activities, courses and classes for unpaid carers, and developing our vibrant community hub at the heart of Edinburgh.

Our Values

At The Eric Liddell Community we are:



Compassionate

We care for each other and our community.



Respectful

We treat everyone with with dignity.



Inclusive

We ensure fair treatment and opportunity for all.



People-centred

We keep our community at the heart of everything we do.



Sustainability

We look after our people and our planet..



Led by Integrity

We keep our promises.

Job Purpose:

The ELC Day Service is registered with the Care Inspectorate to provide a care service for older people with dementia.

The Day Care Officer (DCO) is an integral part of the ELC Day Service team, contributing to the day-to-day operation, care provision and person-centred activities for people with a diagnosis of dementia or cognitive impairment within our service.

Requirements:

This post is considered Regulated Work with Vulnerable Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by The Eric Liddell Community.

Key responsibilities and accountabilities:**Day Service**

- To provide care within all three pillars of the Day Service (building-based, community outreach and digital support) in an enriching environment that promotes the well-being of clients attending the day service programme by participating in daily person-centred activities.

Client Care

- To work with clients and their carers as a keyworker and compile accurate individual care plans, care notes, risk assessments, etc
- To ensure that the Day Service team is informed about all matters relevant to clients.
- To participate in clients' internal care reviews and produce updated care plans and any other relevant documentation, incident reports and letters to families.

Professional relationships

- To work in a flexible manner within a team to develop positive relationships with clients, carers, family members and other professionals in order to assist in maintaining clients' personal skills, activities and relationships.
- To work alongside volunteers who are involved in the programme on a day-to-day basis.
- To attend regular staff meetings, training sessions and supervision, as required.

Client Transport

- To participate in ensuring that client transport is appropriately organised.
- Following established transport, moving and handling procedures, to collect and return clients to and from their homes by assisting them safely on and off transport.

Personal needs

- To assist with the administration of prescribed medication in line with policy and guidelines.
- To assist clients with their personal care needs.

Health and Safety

- To be aware of Health and Safety issues and work within Eric Liddell Community Health and Safety policies and procedures.
- To ensure the Day Service premises is safe for use through appropriate risk awareness.
- To ensure that all equipment is clean and safe to use.

Administration

- To be proficient in basic computer skills, ie word processing, accessing the Internet, managing files.

General

- To maintain confidentiality at all times.
- To maintain professional boundaries with clients and carers.
- To work with clients in a person-centred manner to achieve personal outcomes in accordance with Centre values and ethos.

Key Outcomes

The Key Outcomes are based on the Health and Social Care Standards which include:

- Clients experience high quality care and support that is right for them.
- Clients are fully involved in all decisions about their care and support.
- Clients have confidence in the people who support and care for them.
- Clients have confidence in the organisation providing their care and support.
- Clients experience a high quality environment.

Required qualifications, skills, experience and knowledge:

Essential Criteria:

- Membership of the Protection of Vulnerable Groups (PVG) Scheme
- A warm, friendly outgoing personality
- Able to communicate well at all levels
- Good organisational skills
- Experience of working in a flexible manner
- Experience of using a computer for emails & record keeping

Desirable Criteria:

- Social Care/Care qualification SVQ level 2 or 3 in Health and Social Care (or equivalent).
- Working with volunteers
- Experience of working with people living with dementia
- Experience of care planning and key worker role
- Experience of participating in and leading a wide range of person-centred activities

TERMS AND CONDITIONS

- Salary: £23,692
- Working Hours: 37.5 hours per week
- Annual leave entitlement: 6 weeks (annual) inclusive of public holidays
- Notice period: 1 month

Other benefits:

Company contributory pension scheme
Death in service cover
Occupational sick

Detailed induction and training support
Edinburgh Leisure Card
Discounted food in our cafe

Day Service

Day Care Officer

(Background Information)

The Eric Liddell Community Day Service provides specialised, high-quality care for people with a diagnosis of dementia or cognitive impairment. The Day Service operates from Monday to Friday from the Florence Mackenzie Day Service Unit within The Eric Liddell Community. We provide up to 70 places per week.

This well established and trusted service is run by a manager, day service staff and a team of volunteers. The Service reports to the Board's Caring Services Committee.

At the Day Service, a varied and stimulating programme of person-centred activities is on offer. By offering a wide and varied programme we enable our clients to retain their independence and stay mobile for as long as possible whilst continuing to live in the community.

The Eric Liddell Day Service is currently funded by Edinburgh Health and Social Care Partnership and voluntary donations.

Conditions of Service

Hours of work	Monday	8.30am – 4.00pm
	Tuesday	8.30am – 4.30pm
	Wednesday	8.30am – 3.30pm
	Thursday	8.30am – 4.30pm
	Friday	8.30am – 3.30pm
	(Includes a 30-minute break)	
	Normal hours of work will be 37.5 hours per week (as stated above) but flexible working by prior arrangement may be required to accommodate events out with day care hours. A time off in lieu arrangement on an hour for hour basis will be negotiated at the time.	
Salary	£23.692 per annum 37.5 hours per week	

Annual Leave Entitlement	30 days inclusive of all public holidays. The Centre is closed during the Christmas and New Year period and Easter Monday
Occupational Sick Pay	The ELC has an Occupational Sick Pay Scheme
Pension Scheme	Eric Liddell Community Group Money Purchase Pension Scheme (Contributory – 5% for employee and employer)
Death in service cover	After nine-months' service, you will be automatically covered by the ELC death-in-service insurance (Cover = 3 times contracted salary)
Disclosure Scotland	Free PVG Certificate subject to receipt of successful application