

Senior Day Care Worker Band 5

Adult Community Services Waiting list Trust wide



Working together



Excellence







Openness & Honesty



Compassion

The below diagram details the values and associated behaviours that we expect staff working within Health and Social Care (HSC) to display at all times

HSC Value	What does this mean?	What does this look like in practice? - Behaviours
<p>Working Together</p> 	<p>We work together for the best outcome for people we care for and support. We work across Health and Social Care and with other external organisations and agencies, recognising that leadership is the responsibility of all.</p>	<ul style="list-style-type: none"> • I work with others and value everyone's contribution • I treat people with respect and dignity • I work as part of a team looking for opportunities to support and help people in both my own and other teams • I actively engage people on issues that affect them • I look for feedback and examples of good practice, aiming to improve where possible
<p>Compassion</p> 	<p>We are sensitive, caring, respectful and understanding towards those we care for and support and our colleagues. We listen carefully to others to better understand and take action to help them and ourselves.</p>	<ul style="list-style-type: none"> • I am sensitive to the different needs and feelings of others and treat people with kindness • I learn from others by listening carefully to them • I look after my own health and well-being so that I can care for and support others.
<p>Excellence</p> 	<p>We commit to being the best we can be in our work, aiming to improve and develop services to achieve positive changes. We deliver safe, high-quality, compassionate care and support.</p>	<ul style="list-style-type: none"> • I put the people I care for and support at the centre of all I do to make a difference • I take responsibility for my decisions and actions • I commit to best practice and sharing learning, while continually learning and developing

		<ul style="list-style-type: none"> • I try to improve by asking 'could we do this better?'
<p>Openness & Honesty</p> 	<p>We are open and honest with each other and act with integrity and candour.</p>	<ul style="list-style-type: none"> • I am open and honest in order to develop trusting relationships • I ask someone for help when needed • I speak up if I have concerns • I challenge inappropriate or unacceptable behaviour and practice

JOB DESCRIPTION



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JOB TITLE Senior Day Care Worker

BAND Band 5

DIRECTORATE Adult Community Services

INITIAL LOCATION To Be Confirmed on Appointment

Locations Include:

Clogher Day Centre

Lisanally Day Centre, Armagh

Keady Day Centre

Donard Day Centre, Kilkeel

Orchard Day Centre, Newry

Crozier Day Centre, Banbridge

Meadows Day Centre, Portadown

Edenderry Day Centre, Portadown

REPORTS TO Locality Day Care Manager

ACCOUNTABLE TO Head of Residential & day care services

JOB SUMMARY

To assist the Manager in the effective and efficient management of the Day Centre and its staff. Develop and maintain good standards of professional practice and implement a programme of care designed to meet the social, emotional, physical and spiritual assessed needs of each service user. Maintain the Day Centre in line with DHSSPS standards as inspected by RQIA and in the absence of the Manager undertake the day-to-day management of the Day Centre.

KEY DUTIES / RESPONSIBILITIES

1. Contribute as an essential member of the management team taking operational responsibility for the day centre on a day to day basis.
2. Design, plan and implement individual programmes of care for all service users.
3. Monitor and evaluate programmes of care to achieve high standards, the provision of a quality service identifying met/unmet needs to inform future care practices.
4. To participate in the selection, recruitment, induction, and on-going development of staff.



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5. To monitor staff performance, supervise staff and conduct staff appraisals as directed adhering to SHSCT policies.
6. To exercise good leadership skills and promote team building measures to maximise the effectiveness of the staff team.
7. Administration of medicines and adherence to all policies and procedures in relation to medicine control.
8. Ensuring that there is an effective written/verbal handover between staff at all times promoting safe and effective care.
9. Ensure that there is an adequate daily record of all service users' health and wellbeing including all visits they receive by Health Professionals and the outcomes of those visits.
10. Ensure all records are completed as required by the SHSCT and all Regulatory Authorities within the approved timescales.
11. Monitor staffing rotas to ensure all departments have adequate personnel on duty in advance and that there is a balanced skill mix present.
12. Exercise a 'Duty of Care' to all service users, staff, visitors and associated professionals at all times.
13. To participate in regular staff / service user / relative meetings adhering to the philosophy of care, aims and objectives of the unit and associated policies and procedures.
14. Prepare, plan and supervise the daily workload of staff in a sensitive manner recognising the experience, wellbeing and ability of staff.
15. Participate in training programmes and staff development programmes when identified to meet the needs of the service provided and own professional development needs.
16. Plan, implement, supervise and participate in service user's activities and recreation as required ensuring associated records are maintained.
17. Ensure vigilance is exercised at all times in relation to the health, safety and wellbeing of Service Users, staff and visitors to the unit promoting a culture of good governance at all times.



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18. Auditing care practices, the outcomes of care practices and the implementation of Quality Improvement Plans when required.
19. To maintain all records within the context of confidentiality and client access as agreed within Trust Policies and in keeping with legislation and guidance for day care.
20. Implement and supervise admission/discharge procedures adhering to Trust Policies and following identified best practice.
21. Co-operate with and facilitate other professionals involved with the operation of the day centre, including members of the multi-disciplinary team and external Regulatory Authorities.
22. Promote the Trust Policy on equality through his/her own actions and ensure that this policy is adhered to by staff whom he/she has responsibility.
23. Be aware of your own and other staff responsibilities to the Codes of Practice and Conduct which will be required by each individual's Professional Regulatory Authority; and provide adequate support and guidance to ensure adherence is complied with by all staff within your remit.
25. Ensure that you adhere to any rules and regulations, and reporting mechanisms which may be identified by the N.I.S.C.C, the RQIA and any other Regulatory authority in the pursuit of good practice and the promotion of the protection of the public.
26. Be aware and adhere to any new policies and procedures or regulatory requests which may arise as a result of any changes which may occur within the regulatory process of the residential care setting.
27. Be aware of the Quality and Social Care governance agenda, and how this will impact on your practices, your contribution and participation in such an agenda; and the resulting links which may arise with other Health Care Professionals, Social Care Institute of Excellence and the National Institute of Clinical Excellence.
28. Willingness to advance and adjust their education and training in line with any agreed occupational standards which are set; and or any requirements which may be established by any regulating body; or employer.
29. Maintenance of your professional registration with your regulatory authority, including the requirements for re-registration, and the notification of any changes to your circumstances to your regulatory authority and your Line Manager.



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30. Performing other reasonable duties, which may be delegated on request.

GENERAL REQUIREMENTS

The post holder will be required to:

1. Ensure the Trust's policy on equality of opportunity is promoted through his/her own actions and those of any staff for whom he/she has responsibility.
2. Co-operate fully with the implementation of the Trust's Health and Safety arrangements, reporting any accidents/incidents/equipment defects to his/her manager, and maintaining a clean, uncluttered and safe environment for patients/clients, members of the public and staff.
3. Adhere at all times to all Trust policies/codes of conduct, including for example:
 - Smoke Free policy
 - IT Security Policy and Code of Conduct
 - Standards of attendance, appearance and behaviour
4. Contribute to ensuring the highest standards of environmental cleanliness within your designated area of work.
5. Co-operate fully with regard to Trust policies and procedures relating to infection prevention and control.
6. All employees of the trust are legally responsible for all records held, created or used as part of their business within the Trust including patients/clients, corporate and administrative records whether paper-based or electronic and also including emails. All such records are public records and are accessible to the general public, with limited exception, under the Freedom of Information act 2000 the Environmental Information Regulations 2004 and the Data Protection Acts 1998. Employees are required to be conversant with the Trusts policy and procedures on records management and to seek advice if in doubt.
7. Take responsibility for his/her own ongoing learning and development, including full participation in KSF Development Reviews/appraisals, in order to maximise his/her potential and continue to meet the demands of the post.
8. Represent the Trust's commitment to providing the highest possible standard of service to patients/clients and members of the public, by treating all those with whom he/she comes into contact in the course of work, in a pleasant, courteous and respectful manner.



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Quality Care - for you, with you

9. Understand that this post may evolve over time, and that this Job Description will therefore be subject to review in the light of changing circumstances. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.
10. This Job Description will be subject to review in the light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.
11. It is a standard condition that all Trust staff may be required to serve at any location within the Trust's area, as needs of the service demand.



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PERSONNEL SPECIFICATION

JOB TITLE	Senior Day Care Support Worker
DIRECTORATE	Adult Community Services
SALARY	Band 5
HOURS	Full-time/Part-time/Permanent/Temporary

Notes to applicants:

1. You must clearly demonstrate on your application form how you meet the required criteria – failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria.
2. Proof of qualifications and/or professional registration will be required if an offer of employment is made – if you are unable to provide this, the offer may be withdrawn.

ESSENTIAL CRITERIA

SECTION 1: The following are **ESSENTIAL** criteria which will initially be measured at shortlisting stage although may also be further explored during the interview/selection stage. You should therefore make it clear on your application form whether or not you meet these criteria. Failure to do so may result in you not being shortlisted. The stage in the process when the criteria will be measured is stated below.

Factor	Criteria	Method of Assessment
Qualifications/ Experience	<p>1. NVQ/QCF/RQF Level 3 in Care (or equivalent/higher qualification in care) AND a minimum of 3 years' paid experience caring for older people</p> <p>OR A professional qualification in Social Work/ Be a First Level Registered Nurse/Allied Health Professional (AHP)</p>	Shortlisting by Application Form
Registration	2. Either currently hold or be eligible for immediate registration with the	Shortlisting by Application Form



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	<p>appropriate body e.g. NISCC/ NMC/HCPC</p> <p>3.Experience in supervising staff</p> <p>4. Hold a full current driving license valid for use in the UK and have access to a car on appointment.</p>	
<p>SECTION 2: The following are ESSENTIAL criteria which will be measured during the interview/ selection stage:</p>		
<p>Skills / Abilities</p>	<ol style="list-style-type: none"> 1. Effective communication skills to meet the needs of the post in full. 2. An awareness and sensitive approach to the needs of vulnerable adults and their carers. 3. Ability to work as part of a team whilst using own initiative. 4. Ability to effectively lead and motivate a team. 5. Effective planning and organisational skills with an ability to prioritise own Workload. 	<p>Interview</p>
<p>Knowledge</p>	<ol style="list-style-type: none"> 6. Knowledge of the relevant legislation and minimum standards associated with the care of older people in a day care setting. 7. Knowledge of community services, promoting health and wellbeing and providing integrated care. 8. Knowledge of personalised care planning and an understanding of the importance of accuracy in recording information and report writing 	<p>Interview</p>



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WE ARE AN EQUAL OPPORTUNITIES EMPLOYER
Successful applicants may be required to attend a Health Assessment
All staff are required to comply with the Trust Smoke Free Policy



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