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| **ROLE TITLE:**  **Day Care Assistant** | **Accountable to:**  **Day Care Services Manager** |
| **Reporting to : Day Care Supervisor** | **BAND: 2** |
| **ROLE PURPOSE:**  To assist in the organisation and running of a high quality Day Care Service.  To help provide a comfortable, safe and stimulating environment for clients and to recognise and respect their dignity at all times | |

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| **Key Generic Accountabilities** | **Key Generic Activities / Decision Areas** |
| 1. **Operational Service Delivery & Quality** | * To participate in planning, organising and delivering stimulating activities in the Day Care setting. * To lead agreed activities with groups of clients * To encourage clients to talk and participate in discussions and activities * To understand clients planned outcomes and contribute towards their achievement, identifying when outcomes are not being achieved. * Maintaining required quality standards of service delivery * To maintain confidentiality at all times * To report any changes noticed in clients behaviour , which may reflect health or emotional difficulties and to be aware of and ensure adherence to individual client care plans, including any special dietary needs * To assist clients with toileting, when required, in a discreet and sensitive manner * To help clients with eating / drinking if required * To prepare light lunches / refreshments and to keep the kitchen clean and tidy , in line with Food Hygiene regulations * To undertake the daily cleaning schedule for the Day Care Centre in line with the agreed procedure * To act as an escort on clients journeys to and from their homes and during outings as required * To provide cover for colleagues on a flexible basis during holiday and sickness period * Delivering continuous improvement in service quality and performance * To comply with Day Care Services administrative duties including recording attendance, reporting following sessions and planning the activity programme * Any other duties as directed by the Senior Leadership Team. |
| 1. **Team working** | **To work as a team member:**   * To participate fully in Day Care services activities and tasks alongside other team members. * To effectively communicate with other team members before, during and at the end of sessions * Be supportive to other staff members and show flexibility where needed. * Alongside other team members foster a culture of continuous improvement and learning * Ensuring that all communication channels are open and that information flows up, down and across the team with appropriate reporting to Supervisors and Manager * Taking responsibility for own self development * To undertake general training when required |
| 1. **Financial Controls** | **To assist with the completion of all Day Care Services administration :**   * To ensure that daily attendance sheets are accurately maintained and submitted within the required timescales * To collect any necessary money from clients and record as required * To maintain any electronic records such as recording attendance on Charitylog, as required. |
| 1. **Health, Safety & Risk**   **Management** | **To ensure Health and Safety standards are maintained. Risk management and risk is mitigated to the lowest possible level by:**   * Being responsible for own health & safety matters and within area of responsibility * Following risk assessments, and identifying new or changed risks so that they can be managed and mitigated where possible * Comply with the risk assessment for the Day Care services sessions and all buildings related to the organisation. * Ensuring full compliance with Health & Safety requirements including training as requested * Following the formal reporting process for incidents and accidents |

Signed by employee:            ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated:                                    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by Line manager:     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated:                                    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_