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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.
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| 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
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| 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.
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| 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
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Signed by employee:            ­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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