



ROLE TITLE: Day Care Assistant	REPORTS TO: Day Care Manager
RESPONSIBLE FOR:	BAND: 3
ROLE PURPOSE: To assist in the organisation and running of a high quality Day Care Service, helping to provide a comfortable, safe and stimulating environment for clients.	

Key Responsibilities	Key Activities / Decision Areas
<ul style="list-style-type: none"> Operational Management & Service Delivery 	<ul style="list-style-type: none"> Planning, organising and delivering stimulating activities in the Day Care setting Leading agreed activities with groups of clients Encouraging clients to talk and participate in discussions and activities Understanding clients planned outcomes, using a person centred approach, and contributing towards their achievement, identifying when outcomes are not being achieved Maintaining required quality standards of service delivery Maintaining confidentiality at all times Reporting 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 Assisting clients with personal care as required, in a discreet and sensitive manner, recognising and respecting their dignity at all times Assisting clients with mobility issues and understanding their needs Helping clients with eating / drinking as required Undertaking the daily cleaning schedule for the Day Care Centre in line with the agreed procedure Delivering continuous improvement in service quality and performance Complying with Day Care Services administrative duties including recording attendance, reporting following sessions and planning the activity programme Carrying out any other duties as directed by the Chief Executive Officer

<ul style="list-style-type: none"> • Team Working 	<p>To work as a team member:</p> <ul style="list-style-type: none"> • Participating fully in Day Care services activities and tasks alongside other team members • Effectively communicating with other team members before, during and at the end of sessions • Being supportive to other staff members, showing flexibility where needed • Ensuring that all communication channels are open and that information flows up, down and across the team with appropriate reporting to the Manager
<ul style="list-style-type: none"> • Finance and Administration 	<ul style="list-style-type: none"> • Ensuring that daily attendance sheets are accurately maintained and submitted within the required timescales
<ul style="list-style-type: none"> • Safeguarding, Health, Safety and Risk Management 	<ul style="list-style-type: none"> • 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 • Complying 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 • Ensuring appropriate reporting of and response to near misses and incidents • Ensuring appropriate reporting of and response to any safeguarding concerns
<ul style="list-style-type: none"> • Other 	<ul style="list-style-type: none"> • Ensuring full compliance with all Policies and Procedures including but not limited to: <ul style="list-style-type: none"> - Financial Procedures - Safeguarding Policy and Procedures - Equal Opportunities - Health & Safety - Data Protection • Taking responsibility for self-development, identifying learning opportunities and attending relevant training.

Signed by employee: _____

Dated: _____

Signed by Line manager: _____

Dated: _____