

## Job Description

**Post Title:** Day Care Co-ordinator

**Responsible to:** Manager of the Jersey Alzheimer's Association (JAA)

### Overview

The Saturday Club runs each week providing care and support for up to 20 people with dementia. Staffed by Care Assistants and volunteers, clients experience a range of stimulating activities enabling family and carers to have a break.

The postholder will coordinate care, support and activities at The Saturday Club ensuring that clients receive the highest standard of person centred care and personal support.

### Main Duties and Responsibilities

- To manage and lead The Saturday Club using a flexible, creative and person centred approach at all times.
- To promote excellent personal and professional practice.
- To implement, manage and sustain excellent professional practice in the provision of services for people with dementia.
- To act as Registered Manager and be responsible for the management and administration of the club so that it operates in a safe, effective and efficient manner.
- To work within relevant policies and regulations.
- To ensure there is a high level of data quality for all information recorded, ensuring that the information is timely, accurate and complete to meet all reporting requirements.
- To have responsibility for the effective line management and supervision of staff and to ensure staff are supported and developed to reach their full potential. This to include recording absence, carrying out return to work interviews, employee appraisals and managing performance.
- To prepare staff rotas to ensure that clients benefit from the necessary skills and experience at all times.

- To work closely with the JAA education and development team to ensure staff have access to and attend learning and training events as necessary.
- To work with the Manager, JAA to ensure the safe and open recruitment, selection, induction, probation and deployment of staff and resources.
- To work with the Manager, JAA and other JAA staff to set clear and fair objectives for employees and volunteers and to review employee's performance against these objectives.
- To receive referrals from families and colleagues for attendance at the Saturday Club and ensure that assessments and care plans are carried out and kept in regular review.
- To ensure that support planning processes are developed and delivered to maximise choice and control for service users; and ensure that clients and their family have a clear voice in any discussions.
- To organise a suitable agenda, challenging and varied activities and outings each week.
- To record any accidents to clients or employees in the accident books and report these as required.
- To manage day to day finance for the club including client fees, taxi costs, petty cash etc.
- To manage the provision of client transport
- Work with the Manager JAA and wider team to review and develop services and contribute to the service planning process.
- Ensure that risk assessments are carried out in relation to moving and handling tasks, in partnership with service users, and their families and carers.
- Receive, investigate and respond to complaints and representations made by or on behalf of service users in line with JAA policies.
- To ensure that all the welfare of all clients is safeguarded at all times and bring to the attention of the nominated person any concerns or issues as soon as possible.
- Participate in investigating safeguarding concerns as appropriate and in accordance with local requirements.
- To work within the requirements of the JAA Employee Handbook

## Person specification

### *Qualifications*

- *A level 5 Management award or the ability to work towards one*

### *Essential skills & experience*

- A minimum of 2 years experience working with clients with dementia
- A background in health & social care
- The ability to manage and motivate a team.
- Physically fit and able to undertake safe manual handling practices.
- Excellent communication and listening skills.
- Ability to work under pressure.
- Excellent IT skills, able to use Excel/Word/Office etc
- Understanding of Health & Safety including risk assessments.
- Excellent organisational and time management skills.
- Ability to take responsibility and to work on own initiative.
- Good telephone manner and good level of spoken English.
- Satisfactory DBS police check.

**This Job Description is not prescriptive and merely outlines the key tasks.**

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I have read and fully understood the contents of this job description.

Name:.....

Signature:.....

Date:.....

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