JOB DESCRIPTION

Job Title:	Day Care Worker
Location:	Day Care Centre, Aaron House, 40 Roseneath Gardens, Dundonald
Service:	Disability Services
Salary Scale:	£12.60 (no QCF), £12.66 (with QCF level 2 Health & Social Care) £12.70 (with QCF level 3 Health & Social Care)
Hours:	20 hours per week (Mon – Fri, 9am – 1pm)
Responsible to:	Service Manager

MAIN FUNCTION OF JOB

As a Day Care Worker, you will be expected to work as part of the Day Care Team to deliver a range of activities, develop and adapt activities to enable all Service Users to participate, individually and as part of a group. To assist, with the day care staff team the delivery of a specific programme of activities, care and support which will provide each day care service user with the opportunity to work on developing to their full potential.

The day care centre is a small unit providing day care for adults with mild, severe and profound learning disabilities. It accommodates up to 9 service users per day with a maximum of 4 wheelchairs per day due to the confines of space. The primary aim is to assist all service users to meet their full potential with the primary motivating factor being that people matter to God.

RESPONSIBILITIES AND DUTIES

The Role of a Day Care Worker is varied and interesting – each Service User is unique.

No two days are the same and will call upon your creativity and initiative to provide interesting and meaningful activities for our Service Users who have a wide range of neurodevelopment differences or complex needs.

As a Day Care Worker, you will be expected to work as part of the Day Care Team to deliver a range of activities, develop and adapt activities to enable all Service Users to participate, individually and as part of a group. It i

The Day Care Worker will also be expected to understand SaLT plans and adhere to these. In addition, the Day Care Worker will be expected to support and assist Service Users with their personal care needs.

The safety, health and wellbeing of Service Users, staff, visitors, yourself and the public is paramount and must be your main consideration in everything you do.

There may be occasions when you will be required to be available outside your normal working hours in order to meet the needs of the service.

The Role of Day Care encompasses all aspects of daily living tasks and encouraging Service Users to maintain and develop skills.

Develop, implement and review support and activity plans based on Service User individual needs and aspirations.

Delivering pro-active person-centred support, care and activities to Service Users tailored to their needs and aspirations.

Encourage and engage with service users in participating in activities which promotes interaction and personal development tailored to their needs and aspirations.

Actively assist and support Service Users in daily living activities such as personal hygiene, toileting, showering, eating, drinking, medication etc.

Ensuring that medication for service users is dispensed and recorded appropriately in line with our Management of Medication Policy.

Support developing the range of daily living skills which would enhance the lives of our Service Users, e.g., baking, simple food preparation, etc.

Advocate for Service Users to ensure their opinions are heard and respected in decision making processes.

In conjunction with the line manager(s) and other staff team members, develop a range of activities to enhance the lives of Service Users.

In conjunction with the line manager(s) and other staff team members, identify resources required to carry out planned activities, bearing in mind that budgetary requirements must be adhered to and planned for.

Working with the staff team and service users to nurture a supportive and empathetic environment within the day centre.

Maintain clear, professional and open communication with colleagues, Service Users, their families/representatives and healthcare professionals.

In conjunction with the line manager(s) and the staff team, ensure that records, audits, reports are kept up to date and relevant.

Completing the range of audits and checks required to support the safe and effective care of our Service Users, e.g., RQOA Criteria, Health and Safety, Fire Regulations etc.,

Attend and contribute to team and activity planning meetings.

Any other tasks assigned will be broadly in line with the expectations of your role as Day Care Assistant.

Ensure compliance with Regulation and Quality Improvement Authority Standards and the HPSS Regulations for Day Care settings.

Adhere to Northern Ireland Social Care Council codes of practice and be prepared to complete NISCC induction standards if not completed previously.

Due to the nature of your role, the work will be varied (but interesting) and you will be asked to complete tasks which are not identified in the main body of this job description and these may change depending on the needs of the Service User and the Day Care Centre.