

AGE UK CAMDEN

Striving to be an Equal Opportunities Employer

JOB DESCRIPTION

Title of Post:	Day Care Centre Manager	Grade:	P02 SCP 30-33 £38,936.70 to £41,961.98 pa
Hours of Work:	35 per week	Eligible for Job share	No
PENSION:	Contributory pension, employee and employer contribution 6% each		
ANNUAL LEAVE:	27 days a year plus bank holidays pro rata (rising to 32 days a year after 5 years service)		
RESPONSIBLE TO:	Senior Day Care Centres Manager		
RESPONSIBLE FOR:	The efficient management of the Day Care Centre, its human resources including volunteers and freelance practitioners/ therapists and premises.		

This Post is exempt from the Rehabilitation of Offenders Act 1974

PURPOSE OF THE JOB

1. To take leadership responsibility for the development and implementation of a comprehensive service of care and support for service users making it relevant for the community that it serves.
2. To oversee that older people will have their assessed needs, preferences and choices met by skilled and experienced staff operating within clear, agreed and ethical care plans.
3. Some service users are active; others have a range of complex needs, including dementia, mental health issues, physical disabilities and learning disabilities.
4. To represent Age UK Camden (AUC) and the views of service users externally, promote partnerships and community involvement.

MAIN DUTIES & RESPONSIBILITIES

Requirements specific to this job:

Centre management:

1. To be responsible for the safe, effective and efficient day to day management of the Day Care Centre, the premises, garden area, furniture, equipment and facilities provided; to oversee cleaning, maintenance, ordering of supplies etc.
2. To be responsible for the implementation of all Health and Safety procedures, including staff training, fire checks and drills, record-keeping etc.
3. To oversee appropriate and effective use of data base (Clog) to be able to provide up-to-date records to demonstrate that relevant support to older people is being provided.
4. To plan and oversee repairs and renovations in the centre, in conjunction with the line manager.
5. To be responsible for the effective training, supervision and management of all staff engaged at the premises; to ensure that all staff are trained to required standards. Clear demonstrable arrangements in place to support staff effectively to keep their professional practice and knowledge updated in line with best practice.
6. To plan for the supervision and support of volunteers, and the contract management of any freelance practitioners/therapists (e.g. keep fit or Tai Chi tutors)
7. To promote innovation, develop resources and raise funds to enhance the service.
8. To undertake such training as may be needed to manage and supervise the service to the standards required by funders and under national legislation.

Service delivery:

1. To ensure that the needs of older people using the service are identified and to arrange care planning, key working, and the maintenance of Individual Service Plans and risk assessments as appropriate. To ensure that older people will have their assessed needs, preferences and choices met by skilled and experienced staff operating within clear, agreed and ethical care plans.
2. To ensure the provision of a range of socially and culturally diverse activities, suitable to the needs of the older people attending the centre. This currently includes: managing and developing the service to Asian service users (Great Croft Day Care Centre); managing and developing dementia specific services; ensuring the provision of a good quality fresh cooked lunch each day.
3. Ensuring the provision of appropriate transport in conjunction with Camden Transport.
4. To ensure that the Day Care Centre provides a safe and welcoming environment for all its users, staff and volunteers and that the needs of any users, staff or volunteers who may be socially excluded or experience discrimination are addressed.
5. To deal with challenging behaviour and conflict resolution.
6. To ensure that contact is maintained with relatives, carers and relevant agencies.
7. To encourage and promote the active involvement and participation of older people.

External work:

1. To promote the service through outreach, talks, leaflets, advertising, open days etc.
2. To ensure that the Centre is involved in the local community.
3. To ensure that the Centre establishes and maintains partnerships with other relevant service providers.
 4. To ensure that the centre develops corporate volunteering partnerships.
 5. To represent Age UK Camden in meetings with other agencies.

6. To promote the Centre actively to groups such as disabled older people, black and minority ethnic elders and local organisations serving their needs, with a view to ensuring membership is representative of the local community.

Finance and Monitoring:

1. To seek to generate and maximise personal budgets income, within the constraints of the day care centre model. To maintain up to date related record keeping and liaison with the relevant departments in the Council and AUC Finance staff.
2. In conjunction with line management, to ensure that the service provided at the Day Care Centre meets the requirements of any service specification.
3. To plan budgets in conjunction with line manager and Head of Finance and monitor expenditure.
4. To be responsible for accounts within the Centre, including petty cash and fundraising.
5. To ensure that accurate and timely records are maintained on daily attendance, individual files, staffing matters, etc. To produce reports for line manager and the Board of Trustees as required.
6. To monitor and report on the service in accordance with the requirements of the London Borough of Camden, AUC and other funders.
7. Ensure that appropriate types of intervention take place to meet service user needs and rights.
8. Liaise with other agencies involved with the service user to ensure the provision of integrated services.

General requirements:

1. To attend monthly supervision with the Line Manager and training as appropriate.
2. To attend monthly team meetings and quarterly All Staff Meetings.
3. The post may involve occasional evening or weekend work, for which Time Off in Lieu can be claimed.
2. Under the Health & Safety at Work Act 1974 and associated guidance, it is the duty of all staff while at work to take adequate care for the health and safety of themselves and of other persons who may be affected by their acts of omissions.
3. Age UK Camden operates a No Smoking policy and all staff are required to comply with this.
4. The post holder is required to implement Age UK Camden's Equity, Diversity and Inclusion Policy and ensure Equal Opportunities principles are incorporated into the planning, delivery and monitoring of services.
5. This Job Description reflects the requirements of the post at the time of writing. The needs and circumstances may change over time and therefore the Job Description may need to be reviewed in the light of any such changes which may occur.

This JD is subject to regular review and appropriate modification.

FUNCTIONAL LINKS

Internal

With all AUC staff as appropriate.

External

With other Age UK organisations, outside agencies, suppliers, London Borough of Camden staff, service users/customers, volunteers and members of the public.

With all potential stakeholders from voluntary, statutory and private sector.

Job Description Agreed by:

	SIGNATURE	DATE
Chief Executive		
Line Manager		
Post Holder		

Date: January 2024