

Job Description

Job Title:	Day Club Manager
Responsible for:	Line managing staff and volunteers
Accountable to:	Service Manager
Job Purpose:	To be responsible for maintaining a fully supportive day care centre for older people in accordance with their assessed needs.

Major Duties

1. To provide a day care service for older people that is caring, effective and enabling.
2. To recruit, train and support staff and/or volunteers as appropriate and direct their energies and interests to ensure that older people attending day care are adequately supported.
3. To be responsible for administration of the day centre and to handle money as per Age UK Leicester Shire and Rutland's procedures.
4. To liaise with professionals from the City and County Social Services Department, City and County Health and/or Community Mental Health Teams and other key personnel as appropriate.
5. To undertake training and development initiatives as required.
6. To adhere to Health and Safety policies.
7. To comply with current working practices of Age UK Leicester Shire and Rutland.

Tasks

To provide a day care service for older people that is caring, effective and enabling.

1. To ensure that the service provided to older people meets Age UK Leicester Shire and Rutland's service principles and standards.
2. To organise a range of stimulating recreational, therapeutic and social activities that are appropriate to the service user's assessed needs and wishes. Activities should be designed to promote independence, well-being and choice, with a particular emphasis upon enabling service users to regain and maintain daily living skills.
3. To seek opportunities for the service to engage with the wider community in ways that promote the social inclusion of service users.

4. Where possible to make contact with potential service users, either by phone or a home visit, to discuss proposed attendance.
5. To enable access to appropriate information to older people attending day care, particularly in relation to welfare benefits, social care and allied services.
6. To ensure that service users are kept informed of Age UK's policies and procedures in relation to day care.
7. To organise the serving of nutritionally balanced meals that take account of personal preferences, assessed need and religious, cultural or medical needs.
8. To provide a choice of refreshments, taking account of personal preferences, religious, cultural and medical needs.
9. Provide service users with an appropriate level of support with personal care needs, including personal hygiene and help with eating.

Liaison

1. To liaise with the driver and other key people regarding transport for day care service users
2. Where appropriate, to liaise with and encourage support from personnel in other health and social care organisations.
3. To liaise with voluntary and statutory agencies over the provision of welfare benefit entitlements and other practical support for service users and their families.
4. To raise the profile of the day centre by promoting the service to the local community.

Recruit, train, develop and support staff and/or volunteers

1. Recruit sufficient volunteers according to agreed staffing ratios and the particular needs of the day care service.
2. Where directed by line manager, participate in the recruitment and selection of staff.
3. Ensure that all staff and volunteers receive appropriate induction and to ensure that they have sufficient knowledge and competence to perform their allocated tasks.
4. To offer support to staff and volunteers in order to discuss issues and concerns with them.
5. To ensure that all staff and volunteers are aware of relevant policies and procedures (for example, Health and Safety).

6. To identify and record the training and development needs of staff and volunteers through the Staff Review and Development Scheme or the Volunteer Annual Review Scheme.

Administration

1. To arrange for collection of service user contributions at each session and maintain a record of daily receipts and expenditure. Ensure that all monies are banked weekly.
2. To be responsible for the collection, recording and safe storage of information about service users in the form of up to date confidential files and a daily register of attendance.
3. To be responsible for completion of Day Care Profile forms and forwarding these on a monthly basis to Lansdowne House.
4. To keep up to date records of volunteers plus starters, leavers or change of details.
5. To keep records of volunteer inductions.
6. To maintain separate files containing reports on happenings during daily sessions, (for example, fire drills, accidents and other reportable incidents).
7. To assist with service user reviews and evaluate the quality aspects of the service in conjunction with the Service Manager.

Training and Development

1. Undergo mandatory and departmental training and development as required.
2. Evaluate training undertaken and integrate it into your work programme.

Health and Safety

1. Adhere to Age UK Leicester Shire & Rutland's Health & Safety Policy and related policies mentioned therein.
2. Where applicable ensure project activities are risk assessed in line with the organisation's Health and Safety policies and procedures.

Working Practices/General

1. As well as the Health & Safety policies and procedures above, adhere to and implement all other Age UK Leicester Shire & Rutland's policies and procedures as well as the Personal Care Policies if relevant to your role.

Details of these and other Age UK Leicester Shire & Rutland policies can be found in [F:\COMMUNAL FOLDER\POLICIES](#) or on the Select HR self-service portal.

2. Age UK Leicester Shire & Rutland is committed to its charitable aims, and fundraises in order to provide accessible services for the older people of Leicester, Leicestershire and Rutland. Age UK Leicester Shire & Rutland expects all its employees to partake, when possible, in events which support these charitable aims.
3. Age UK Leicester Shire & Rutland expects all staff to have basic IT skills to enable them to use the systems within the organisation and have a willingness to embrace new technology as it is introduced. Training will be provided to staff who require it.
4. To undertake any other duties that may reasonably fall within the purview of the job.

This Job Description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character of the post or level of responsibility entailed. Variations are a common occurrence and do not of themselves constitute additional responsibilities.

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