

Job Description

Job Title:	DAY CLUB – COVER MANAGER
Responsible for:	Line managing staff and volunteers
Accountable to:	Service Manager
Job Purpose:	To provide cover in the absence of regular day care staff and additional support to the service as directed by line manager.

Major Duties

1. Provide a day care service for older people that is caring, effective and enabling.
2. Support staff and/or volunteers as appropriate and ensure that older people attending day care are adequately supported.
3. Carry out relevant administrative tasks and handle money as per Age UK Leicester Shire & Rutland's procedures.
4. Undertake training and development initiatives as required.
5. Adhere to Health and Safety policies.
6. Comply with current working practices of Age UK Leicester Shire & Rutland.

Tasks

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

1. Ensure that the service provided is delivered in accordance with Age UK Leicester Shire & Rutland's service policies and procedures.
2. Organise a range of stimulating recreational, therapeutic, and social activities that are appropriate to the needs and wishes of the people who use the service.
3. Adopt a person centred and inclusive approach to working with people in order to promote independence, well-being and choice.
4. Where required, contact potential service users, either by phone or a home visit, to discuss proposed attendance.
5. Oversee the serving of nutritionally balanced meals that take account of personal preferences, assessed need and religious, cultural or medical needs.

6. Provide a choice of refreshments, taking account of personal preferences, religious, cultural and medical needs.
7. Provide service users with an appropriate level of support with personal care needs, including personal hygiene and help with eating.

Administration

1. Arrange for collection of service user contributions at each session and maintain a record of daily receipts and expenditure.
2. Carry out routine administration relating to recording daily sessions that are being covered.
3. Under the direction of the Service Manager, review the cover diary, arrange cover with the relevant staff and liaise with other cover staff to ensure that additional cover requirements are in place.
4. Under the direction of the Service Manager and in liaison with the relevant Day Care Organiser, carry out reviews of clients records to ensure that they are up to date.
5. Complete records relating to daily sessions
6. Complete reports relating to accident and incidents.

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.

Signed

Date