

Job Description and Person Specification

Job Title:	Weekend Day Care Coordinator
Hours of Work:	8 or 16 hours per week, normal working days/hours Saturday and/or Sunday, 9.00 am to 5:00 pm, although flexibility is required to ensure the objectives of the role are met.
Reporting to:	Dementia Service Manager
Responsible for:	Drivers, Chef and the supervision of volunteers during sessions
Annual Leave:	6 or 12 days per annum depending working hours per week
Location:	Within the London Borough of Ealing

A job description is a written statement reflecting the main requirements and essential characteristics of the job. It is not intended to be an exhaustive list of the duties a post holder might be called upon to perform.

Job Context

Age UK Ealing's mission is to promote the wellbeing of all older people in Ealing and empower them to achieve full quality of life. We provide a range of support services for older people in the London Borough of Ealing including **Information and Advice, Wellbeing Day Care, Befriending, Digital Inclusion, Shopping and Community Gardening Services**. We also run Greenford Community Centre, where our office and services are based alongside a range of other community activities.

Purpose of the role

Reporting to the Dementia Service Manager, the Weekend Day Care Coordinator will be responsible for the day-to-day running of the day care centre including to provide a comfortable and reassuring environment for people with varying degrees of dementia in order to reduce the effect of isolation and overall deterioration.

Main Duties and Responsibilities

- To be responsible for the day-to-day running of the day centre.
- To ensure the smooth running of the work of the centre through the development and implementation of operational policies and procedures.
- To work with the Dementia Service Manager in carrying out assessments of people with dementia on the weekend day care waiting list.

- To assist with the Dementia Service Manager about individual care plans for people attending to the centre and to update client files as appropriate.
- To make sure that monitoring and evaluation forms are completed for each person attending the centre along with audit updates.
- To be responsible at weekends for the transport of people with dementia attending the centre.
- To collect and leave information at the office for the Service Manager at the start and end of each weekend or to arrange for this to happen.
- To ensure that the centre is secured on closing and to promote a safe environment by carrying out duties in line with the organisation's Health and Safety Policy and risk assessments.
- To ensure that high standards of personal care are provided to people with dementia attending the centre e.g. ensuring that staff and volunteers are trained to use equipment provided.
- To ensure that the special needs - cultural, social and dietary, of people with dementia - including members of minority groups - are identified and to explore appropriate ways of meeting those needs.
- To encourage meaningful communication with the people with dementia attending the centre and ensure that their needs are met with sensitivity and consideration.
- To run a programme of activities which allows each person attending the centre to exercise freedom of choice.
- To ensure, together with staff, that members are actively involved in group activities to maximise their individual potential.
- To ensure that appropriate confidential records are maintained for members and that staff and volunteer members adhere to Age UK Ealing Confidentiality Policy.
- To liaise with carers and people with dementia, encouraging feedback and taking into account their views.
- To provide statistics and reporting information to the Dementia Service Manager or as requested by the Senior Management.
- To be involved in the recruitment, if appropriate, and induction of new staff and volunteers.
- To support, guide and formally supervise and appraise staff and volunteers working at the centre on a regular basis and maintain appropriate records.
- To carry out other staff personnel duties e.g. considering and approving annual leave requests.
- To attend meetings, including service and operational management, training and supervision sessions as appropriate.

General Requirements

- Undertake duties of similar professional nature and commensurate with the role.
- The Co-ordinator will be based at a designated centre but may be needed to relocate to a different location if necessary.
- To act as a representative of Age UK Ealing when needed.
- To work within Age UK Ealing's ethos, values, principles, policies and procedures.
- To work effectively with others.
- To maintain high levels of discretion, confidentiality and professionalism always.
- To implement the delivery of new standards as they arise.
- To report any safeguarding and Health & Safety issues or concerns.

Person Specification Weekend Day Care Coordinator

Specification	Essential	Desirable
At least 1 years' experience work experience in supervising staff or volunteers in a day care facility.	✓	
At least 2 years' experience of working or caring for people with dementia or older people.	✓	
Ability to communicate well with people at all levels both verbally and in writing	✓	
The ability to respond appropriately in situations of conflict and to individuals under stress	✓	
Self-management and the ability to plan and prioritise work.	✓	
Some knowledge/understanding of Community Care and Health issues relating to people with dementia and their carers'.		✓
Working experience of assessing individuals care needs /requirements. and providing personal care	✓	
Understanding of the benefits to social stimulation and activities	✓	
Organised and have good time management skills	✓	

Commitment to 'Person' Centred Care	✓	
Use of initiative and ability to motivate others	✓	
Mature confident and balanced personality	✓	
Flexible and willing to work outside normal working hours	✓	
Knowledge of local community languages		✓
Able to work without direct supervision	✓	
Willingness and interest in learning, to attend training, meetings and other community events	✓	

These details reflect the content of the post on the date prepared. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied, after discussion with the post holder, subject to the needs of the organisation and in keeping with the general profile of the post. Consequently, this job description may be revised from time to time. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.