

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Day Care Coordinator (Kettering Centre)
Reporting to (Job Title):	Senior Day Care Coordinator
Employing Authority:	Age UK Northamptonshire
Salary:	£22,323.60 per annum pro rata (£27,532.44 pa FTE) Band 5
Place of work:	Kettering Centre (with ability to travel to other centres if required)
Hours of work:	30 hours per week
Employment subject to Enhanced Disclosure & Barring Service (DBS) check	
Purpose of the Job:	<p>To lead the day care team in providing a high standard of care in the day centre, ensuring that older people have a positive experience of their time in the centre. To ensure that all of the administrative functions are completed within required timescales.</p> <p>To work with the Senior Day Care Coordinator to explore and develop additional day care opportunities in the town and immediate locale.</p>
Main Tasks and Responsibilities:	
<ol style="list-style-type: none"> 1. To be responsible for the health and wellbeing of all clients, staff and volunteers whilst attending the Centre. 2. To ensure that the Centre is adequately staffed to provide a safe day care experience, arranging cover for sickness and annual leave, and taking a lead in staff recruitment. 3. Liaise with Volunteer Coordinator to ensure sufficient volunteers are recruited for the needs of the activities provided. 4. To ensure all care staff have quarterly supervisions and annual performance appraisals. 5. Liaise with Senior Day Care Coordinator and HR to ensure all staff and volunteer training is kept up to date. 6. Have excellent knowledge of clients' care needs and ensure clients Care Plans are updated accordingly. 7. Plan and organise events and daily activities for clients to enjoy. Ensure these are stimulating and motivational activities. 8. Promote the activities that are established and take responsibility for ensuring client placements remain high. 9. To liaise with Transport Coordinator to ensure that bus transport and routes are safe and appropriate to clients' needs. 10. Ensure that Charitylog registers are always accurate, up to date and ready for invoicing. 11. To be able to assist clients, if necessary, in the understanding and payment of their placement invoices. 12. To ensure that all records and information required for reporting purposes remain accurate and up to date. 13. Undertake annual reviews of all clients, updating files and Charitylog records. 14. Undertake additional reviews should changes occur prior to the annual review date. 15. Be competent at independently completing a Safeguarding referral. 	

16. Build networks within the charity for the benefit of clients, such that they benefit from all that the charity has to offer them.
17. To support and initiate fundraising for the Day Centre's amenity fund.
18. To work with the Senior Day Care Coordinator to explore and develop additional day care opportunities in the town and immediate locale.

The tasks and responsibilities shown above are not exhaustive and should be regarded only as a guide. The jobholder will be expected to undertake any reasonable activities according to the needs of the service at the time. These will be subject to periodic review and may be amended to meet the changing needs of the service. The jobholder will be expected to participate in this process, and Age UK Northamptonshire would aim to reach agreement as regards any changes.

PERSON SPECIFICATION

Day Care Coordinator (Kettering Centre)		Desirable/ Essential
<u>Education and Qualifications</u>		
NVQ Level 3		D
IT Literate and confident		E
<u>Experience</u>		
Experience of working with older people.		E
Experience of care work.		E
Experience of working with volunteers.		D
Experience in leading a team		E
<u>Abilities and Skills</u>		
Ability to work alone, but also as part of a team.		E
Good interpersonal skills, and the ability to record accurately both verbally and in writing.		E
Flexible and adaptable, with the ability to work on own initiative.		E
Problem solving skills.		E
Knowledge of working within the voluntary sector		D
Ability to influence a positive, supportive environment.		E
Knowledge of issues affecting older people in life		E
Ability to communicate effectively with people at all levels.		E
Ability to gain agreement and commitment from others by persuading, convincing and negotiating.		E
Ability to drive in all parts of the County of Northamptonshire		E
<u>Customer Focus</u>		
Meet the expectations of internal and external customers.		E
Maintain effective, positive relationships internally and externally.		E
<u>Equal Opportunities</u>		
An understanding of equal opportunities, and the ability to work in an appropriate and sensitive way with all clients.		E
<u>Training</u>		
Willingness to undertake training within the job role to enhance knowledge and skills, thereby improving client care.		E
Prepared By: Su Brazell		Date: 07.09.23
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