



JOB DESCRIPTION

Position: DAY CARE ORGANISER

Qualifications: Relevant care or teaching qualifications such as the
C & G Foundation Management for Care
C & G Advanced Management for Care
730 Teaching Certificate
7401 Teaching for Special Needs and/or relevant
experience.

Responsible To: Homes Manager

Job Purpose

In accordance with National Care Standards and current Company policies and ensuring the highest standard of care and support is provided to all service users within the home, it is the responsibility of the Day Care Organiser:-

1. To be responsible, in conjunction with the manager, for coordinating the on-site and off-site activities and programmes for the homes service users (and other users if appropriate).
2. To be accountable to, and communicate with, the relevant senior staff about the Day Care provided on site. This is related to your home (as well as other users from outside, if appropriate).
3. To take overall responsibility for the Day Services timetable and liaise with other extended agencies.
4. To effectively manage and encourage a close working relationship between the homes Day Care staff and Service user staff providing direct supervision, dealing with any difficulties and encouraging staff in their work.
5. To take responsibility for the overall upkeep and appearance of all Day Care rooms and equipment.
6. To keep informative records of service users planned aims, programmes and achievements, to be used as a guide for staff working with service users.

7. To ensure that all recording of Day Care activities is maintained at a good professional standard.
8. To write/monitor the writing of individual programmes.
9. To take responsibility for the Day Care budgeting, delegating responsibilities and monies where appropriate.
10. To attend staff meetings (including senior staff meetings). Ensure that a representative attends Day Care meetings where possible.
11. To monitor the Day Care link worker scheme and be link worker where appropriate.
12. To monitor reports for reviews, writing them when appropriate and ensuring that link workers attend reviews.
13. To be involved with induction of new Day Care staff and develop training links.
14. To be responsible for all areas of the 'Curriculum' as well as ensuring that a balanced service is offered to all service users, delegating specific areas where appropriate.
15. To monitor and take overall responsibility for any external vocational activities in the community, delegating where appropriate.
16. To liaise with the psychology department as and when necessary.

It is expected that Day Care Staff will be aware of their professional role and will keep up-to-date with any innovations in the development of care for people with learning disabilities.

It may be reviewed and amended at a future time, after discussion, to take into account any changes in systems of care, teaching, and management.