

## **DAY CENTRE MANAGER ADVERT**

£26, 936 pa, Part-Time £17,472, for 24 hours

We need to recruit a manager for our day centre for older people. You will have direct responsibility to ensure the day centre runs smoothly, safely and compassionately, offering a welcoming, safe and positive experience for all users. Overseeing the daily transport, the day's activities, meals, supporting the clients and managing the staff and volunteers at the centre. A compassionate attitude and understanding of the client group is essential.

About the Rainbow Centre:

Penley Rainbow Centre is a long standing local charity which works to improve the Health and Wellbeing of our rural community. We believe in a society where all older people have the opportunity to be treated with respect and live fulfilled lives. We promote independent living and positive ageing.

We support older people who are frail, often dealing with a physical disability or age related illness such as dementia, and who are struggling to live independently. Most of our clients live alone and report feelings of loneliness and isolation. Our services aim to support older people to stay living in their own homes. These include a day care service, meals to you (meals on wheels service), the befriending project and a community cafe.

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This post is subject to a DBS disclosure and barring services check.

For more information and a job description, see our website or email [geraldinev@rainbowcentrepnley.org.uk](mailto:geraldinev@rainbowcentrepnley.org.uk)

Closing date for Applications: Thursday 21/09/2017

Interviews will provisionally held on Tuesday 26<sup>th</sup> September 2017

<https://www.rainbowcentrepnley.org.uk/>

## **Job Description**

**Job title:** Day Centre Manager

**Responsible to:** Penley Rainbow Centre

**Responsible for:** Day Centre Care Staff, clients and volunteers

**Accountable to:** Centre Manager

**Salary:** £26,936 pro rata, actual salary £17,472

**Hours:** 24 hours a week, worked over Monday, Wednesday and Friday

**Pension contribution:** 1%

### **Penley Rainbow Centre Values:**

To support the health and wellbeing of people living in rural Wrexham.

### **Job Summary:**

To manage the Day Care Centre, which provides activity based care for the elderly service users. We deliver a person centred service; formulating individual care plans, which are developed and reviewed with the service users, their families and carers. We are a small charity so the person recruited need to have a can do attitude and be hands on when required.

### **Key Responsibilities:**

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

To recruit, train and support staff and/or volunteers as appropriate and direct their energies and interests to ensure older people attending the day centre are adequately supported.

To be responsible for administration of the day centre and to handle money as per Penley Rainbow Centre procedures.

Understand, implement and evaluate aims, objectives, policies, procedures, guidelines and principles of good practice.

Understand and implement legislative and regulatory requirements relevant to service user group.

Able to operate a service, which is flexible, responsive and non-discriminatory.

Assess potential service users who may be considering attending the centre.

Work with other professionals to develop a specialist service.

Market the service to potential service users directly or via other agencies.

Maintain effective communication with service users, relatives, carers and other members of the general public.

To allocate, monitor and control financial resources.

To create and maintain administrative systems: being 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.

To recruit, select and supervise specialist staff. Support of a dispersed workforce is a crucial element of the management of staff.

To plan, allocate and evaluate the workload of all staff.

Conduct supervision and annual appraisals for all paid staff within the day centre. Conduct staff meetings.

Collaborate with the Training and Development Officer at Wrexham Council to identify and provide for ongoing training needs, providing a positive learning environment for all staff.

Establish and maintain effective working relationships.

Develop and maintain effective assessment and review procedures, which become the foundation for appropriate personal documentation.

Ensure that appropriate types of intervention take place to meet service user needs and rights.

Liaise with other agencies involved with the service user to ensure the provision of integrated services.

To assist in the day centre with activities and service users personal care when staff are absent due to holidays or sickness.

### **Safeguarding of Vulnerable Adults / Mental Capacity Act**

To complete training on Safeguarding of Vulnerable Adults and the Mental Capacity Act and use Safeguarding procedures if necessary.

### **Health and Safety**

As an employee of Care UK, the post holder has a duty under the Health and Safety at Work Act 1974, to:

Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.

Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the organisation, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

## **Person Specification**

### **Qualifications**

Min NVQ3 in Health & Social Care or equivalent qualifications or experience.  
GCSEs (or equivalent) including English and Maths

### **Desirable**

Dementia care training

Moving and Handling

First Aid Training

Health and Hygiene

Driving license

### **Experience**

Experience of working in a similar environment (for example day care centre, social services, social care)

Management of staff in a social care setting

Previous involvement in the development or implementation of services, service standards and principles

Experience of or willing to assist with personal care when required

Experience of moving and handling procedures

### **Additional Skills**

Effective communication skills both written and verbal

Computer skills – Word processing

Demonstrates awareness of the role with regards to the quality of care delivery and standard setting process.

Has the ability to assess, plan, implement and evaluate service users needs

Can demonstrate an understanding, caring and a positive attitude to working with older people, including those with dementia

### **Personal Qualities**

Shares ideas with others [to make improvements]

Keen to learn and improve own performance

Committed to communicate with customers to understand their needs

Will go the extra mile to help fulfil customers needs

Has a 'can-do' attitude to work

Demonstrates flexibility and ability to work within a team and wider projects running at the charity.

Demonstrate use of initiative

Able to adapt with change and work demands

To clearly identify risk and act accordingly