



Job profile

Day Centre Officer

Grade F

Group: Care, Wellbeing and Learning

Service: People with Disabilities

Location: Day Services for People with Learning Disabilities

Line Manager: Day Centre Manager/Base Co-ordinator

Car User Status: Casual

Job Purpose

To work in a team and provide support and personal care in accordance with the service policies, procedures, guidelines and quality standards for adults with learning disabilities, to enable them to lead purposeful and valued lifestyles, encouraging the use of the local and wider community.

The key roles of this post will include:

1. To implement outcome focused support plans aimed at supporting personal, educational, social and work related skills and opportunities to support social inclusion and independence.
2. To support the emotional, behavioural, physical and personal needs of the person in a dignified and respectful way.
3. To gather information, update records and maintain information systems in order to inform the planning and decision making processes based on accurate and up to date information.
4. To liaise and communicate with colleagues, carers and other professionals in order to share knowledge, seek advice and co-ordinate effective service delivery.
5. To work flexible hours when required which may involve early mornings, evenings/weekends.
6. To work in a person centred way, promoting person centred approaches and community bridge building.



7. Such other responsibilities allocated which are appropriate to the grade of the post.



Knowledge & Qualifications

Essential:

Knowledge

- Key policy, legislation and guidance relating to disability
- The person-centred approach to individualised care planning
- Safeguarding Vulnerable Adults
- Supporting people who have a learning disability

Experience

- The caring role
- Managing personal care
- Communicating at all levels
- Working as part of a team
- To be able to demonstrate competence in literacy and numeracy skills

Qualifications

- NVQ L2 in Social Care
- A commitment to continuing professional development

Desirable:

Knowledge

- Health and Safety Legislation
- IT systems

Experience

- Working with people with learning disabilities and understanding their needs
- Working in a person centred way

Qualifications

- NVQ 3 in Social Care
- Relevant qualification in Nursing/Social Care or equivalent



Competencies

Customer Focus

Puts the customer first and provides excellent service to both internal and external customers

Communication

Uses appropriate methods to express information in a clear and concise way to make sure people understand

Team Working

Works with others to achieve results and develop good working relationships

Making things happen

Takes responsibility for personal organisation and achieving results

Flexibility

Adapts to change and works effectively in a variety of situations

Learning and Development

Actively improves by developing and applying new skills and knowledge and learns from past experiences