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**ROLE DESCRIPTION**

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| Job Title: | Registered Manager – Day-Centre |
| Current Department Name: | Day-Care |
| Current Location: | Ballyclare |
| Type of role: | People Manager |
| Contractual Status of Role: | Permanent |
| Hours: | Monday – Wednesday (24 hours) |
| Job Title of Line Manager: | Head of Care Services |
| Job Titles and number of any direct reports: | Day-Care Worker \*1 |
| Job Purpose: | To plan and co-ordinate a day care service for older people |
| Main Responsibilities/ Deliverables: | * To meet the physical, psychological and personal care needs of clients * To ensure that high professional standards of care are maintained in the centre. * To plan, develop and implement individual programmes of care designed to enhance and maximise the capabilities and independence of those who attend the centres. * To regularly assess and review in conjunction with the carers the ongoing needs of the older people who receive our service. * To promote volunteering and to implement a programme of training for volunteer staff. * To be responsible for the maintenance of records and maintain confidentiality at all times. * To liaise effectively with relevant statutory organisations and agencies * To maintain safe and positive environment within each centre and maintain procedures for emergencies * To develop and implement a programme of activities, crafts and social contact appropriate to the client group. * To ensure that accurate and secure financial and banking procedures are adhered to at all times * To supervise day-care staff * To be responsible for the organisation of meals supply and transport arrangements (if appropriate) * To attend to such other duties deemed appropriate to this post |
| Experience and qualifications | * a minimum of four years work experience in any health or social care setting with one or more of the service user groups supported by Age NI. At least two years of this experience must be in a relevant operational management capacity in a health and social care setting. * Experience of working in the Dementia Care Sector   One of the professional qualifications below*:*   * a professional social work qualification and registered on the appropriate part of the Northern Ireland Social Care Council (NISCC) register, without condition; **or** * a first level registered nurse on the appropriate part of the Nursing and Midwifery Council register; **or** * allied health professions registered with the Health Professions Council   **or**   * Level 5 Diploma in Leadership for Health and Social Care Services (Adults’ Management) Wales and Northern Ireland and registered, or be eligible for registration on appointment, on the appropriate part of the NISCC register, without condition. |
| Knowledge: | * Working knowledge of issues affecting older people in relation to day-care * Knowledge of voluntary sector (Desirable) |
| Skills: | * Excellent communication skills * Excellent organisational skills |
| Additional Circumstances: | * A full UK driving licence and access to a car for business purposes, or other form of transport to meet the travel requirements of the post * This post will be subject to an enhanced Access NI disclosure * Applicants must register or be registered with NISCC (with no exceptions) before commencing post. |
| **Notes:**   * ***This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role. Therefore, this role description does not describe any individual role holder.*** * ***In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.*** | |