**SHANKILL PARISH CARING ASSOCIATION (SPCA)**

**‘PALMS’ DAY CARE CENTRE**

**JOB DESCRIPTION**

**Job Title** Registered Manager.

**Hours** 18 hours per week (three days per week Wednesday, Thursday & Friday). 9 am to 3 pm daily.

**Location** Jethro Centre, 6 Flush Place, Lurgan, BT66 7DT.

**Reports To** Chairperson, SPCA or their nominee.

**Hourly Rate** £16/17 per hour.

**KEY DUTIES/RESPONSIBILITIES**

1. Daily operational management of the Day Care Centre which includes:

* Incidents/occurrences/accidents.
* Adhere to the Day Care Standards, RQIA Regulations, NISCC.
* To utilise current staff complement in order to provide a safe level of day care provision to meet service users’ needs, i.e. approving annual leave applications, submitting training requests for approval and recording and managing planned/unplanned work absences.
* Assist Jethro Manager in ensuring compliance with the requirements of RQIA, Inspection Reports, Audits and QIPs.
* Keep Jethro Centre Manager appraised as appropriate regarding incidents, occurrences, events.
* To immediately appraise Jethro Centre Manager of any serious adverse incidents/occurrences.

1. To supervise, develop and implement individual and group programmes by the Activity Co-ordinator e.g. reminiscence, orientation, life story work (Person Centred Planning) and therapeutic arts and crafts designed to enhance and maximise clients’ capabilities and independence.
2. Assess clients on a regular and systematic basis including completion of appropriate assessment tools, working closely with relevant agencies and professionals in order to gain the most effective support for service users.
3. Participate in monitoring and reviewing individual and group programmes of care and maintain records as required by RQIA/ Trust SLA/ SPCA.
4. In liaison with the multi-disciplinary Team, develop and implement a programme of rehabilitation and enablement tailored to meet the assessed need of each individual service user.
5. Liaise with other appropriate persons involved in the care of the client i.e. colleagues, social worker and other agencies. **This includes establishing and maintaining good communication systems and effective working relationships with referral agents, other professions and disciplines providing services to the day care centre and other formal and informal carers who in partnership with day care staff contribute to the holistic care package of service users.**
6. Assist in meeting the complex support needs of individuals, which may include all aspects of intimate and personal care, assistance with eating and drinking.
7. Undertake risk assessments and maintain the centre’s Risk Register and Procedures. Contribute to team arrangements that ensure that service users’ health, safety and well-being are appropriately monitored and responded to throughout their time in day care, whether in or outside group activities.
8. Contribute to, plan and attend regular reviews of service users and provide written reports and assessments as required.
9. Participate in a formal programme of staff supervision and provide supervision for staff in line with SPCA guidelines.
10. Participate in training and organise Staff training.
11. Participate in strategic planning initiatives and contribute to the planning and development of the day care centre.
12. Participate in relevant courses and meetings.
13. Ensure that the procedures of SPCA are adhered to in respect of e.g. Health and Safety, RQIA Regulations, SPCA Policies and Procedures (inc. staffing) and NISCC.
14. Delegate tasks to appropriate staff whilst retaining responsibility and accountability for outcomes.
15. Work closely with the Jethro Centre Manager/his nominee in order to maintain effective communication and lines of accountability.
16. Receive Social Worker referrals. Help develop the Palms Day Centre for private users.
17. Work closely with other Day Care Centres within the SH&SC Trust to ensure contracted places are utilised.

**GENERAL MANAGEMENT RESPONSIBILITES**

1. Review individually, at least annually, the performance of staff, provide guidance on personal development requirements and advise on and initiate, where appropriate, further training.
2. **Maintain staff relationships and morale amongst the staff reporting to them.**
3. Review the organisation plan and establish level of the service for which they are responsible to ensure that each is consistent with achieving objectives, and recommend change where appropriate
4. Participate, as required, in the selection and appointment of staff reporting to them in accordance with procedures laid down by the SPCA.
5. Take such action as may be necessary in disciplinary matters in accordance with procedures laid down by the SPCA.

**GENERAL REQUIREMENTS** The post holder will be required to:

1. Ensure the SPCA policy on equality of opportunity is promoted through their own actions and those of any staff for whom he/she has responsibility.
2. Co-operate fully with the implementation of the SPCA’s Health and Safety arrangements, reporting accidents/incidents/equipment defects to his/her manager, and maintaining a clean, uncluttered and safe environment for clients, members of the public and staff.
3. Adhere at all times to SPCA’s policies, codes of conduct, including for example:
   * Smoke free policy.
   * Standards for attendance, appearance and behaviour.
4. Comply fully with the SPCA’s policy and procedures regarding records management, as well as the Data Protection Act, accepting legal responsibility for all manual or electronic records held, created or used as part of his/her duties, and ensuring that confidentiality is maintained at all times.
5. Take responsibility for their own ongoing learning and development. Reviews/appraises, in order to maximise their potential and continue to meet the demands of the post. Maintain registration on NISCC Register and meet registration requirements.
6. Represent the SPCA’s commitment to providing the highest possible standard of service to clients and members of the public, by treating all those with whom he/she comes into contact in the course of work, in a pleasant, courteous and respectful manner.
7. Understand that this post may evolve over time, and that this Job Description will therefore be subject to review in the light of changing circumstances. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

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**‘PALMS’ DAY CARE CENTRE**

Expressions of interest are invited for candidates willing to act as a Registered Manager for ‘Palms’ Day Care. Any appointment will be conditional on acceptance by RQIA as Registered Manager.

**Personal Specification**

**Essential Criteria**

**Applicants must:**

- Hold a minimum of 5 years experience in a health or social care setting, to include management:

AND one of the following:

- A professional social work qualification with NISCC registration  
- A first level Nursing registration  
- A registration with the Health Professions Council (Allied Health Professions\*)  
- A Level 5 Diploma in Leadership for Health and Social Care Services

*\*       For the purposes of this employment Allied Health Professionals mean arts therapists, dieticians, occupational therapists, orthoptists, physiotherapists, podiatrists, radiographers or speech and language therapists.*

**Desirable Criteria**

**Applicants should:**

1. Have management experience in either a community or professional context.
2. Access to transport for use in connection with the duties of the post.
3. Have experience working with volunteers.