**JOB DESCRIPTION**

**Title of Post:** Day Service Leader

**Purpose of Job**: The Day Service Leader will have the responsibility for the co-ordination and day to day running of the Day Service

**Responsible to:** Care & Support Team

**Responsible for:** Day Participants & Support Workers

**Major Tasks:**

1.Facilitate the day service, providing a program of meaningful and safe indoor and outdoor activities and work opportunities for participants.

2. To build and maintain a good relationship with family members / guardians for day services participants and ensure that they are kept informed of progress and activities on a regular basis.

3. Contribute to the to the outcome-focused review process, providing reports and attending reviews. This will include liaising with outside agencies such as Social Work to organise the place and date / time of reviews, providing all paperwork necessary for the review and inviting all relevant participants to the review, to include parents / guardians, line manager and social worker.

3. To provide meaningful work opportunities for all day participants according to their abilities and skills. The day participant’s work plan should be based on encouraging the development of dignity, self-esteem and independence as well as the development of knowledge and skills, all within the structure of equal opportunities.

4. Liaise with other workshop leaders when developing tailored programs for day participants.

5. To be responsible for the Safety and welfare of all participating in the day service.

6. To be present and actively participate in the annual festivals.

7. To ensure that all paperwork is kept up to date for participants such as Support Plans, PEEPS, Risk Assessments, Behaviour Support Plans and ABC charts.

**Activities:**

**1 Safety, Welfare and Quality of work.**

1.1 Ensuring that all staff and volunteers uphold the dignity of residents in the day service, so that all are able to play an active part in the workshop.

1.2 To work in accordance with the national social care standards, national legislation and organisational policies.

1.3 Ensuring that day participants are encouraged and enabled to express their opinions and wishes.

1.4 Contribute to the development and implementation of the individual outcome focused support plans and risk assessments.

1.5 To be responsible for ensuring that any accidents and incidents that take place in the day service are recorded on the appropriate forms and reported to the Care & Support office in a timely way.

**2 Support and Supervision**

2.1 Participate in the formal Support and Supervision Process.

2.2 Meet with Line Manager for Annual Appraisal.

**3 Co-ordination of Working Environment.**

3.1 Ensuring that at all times there is sufficient cover in the Day Service to meet the Staffing standards agreed by the Care Inspectorate, letting Care & Support Management know if there are any difficulties in maintaining staffing levels.

3.2 According the Health and Safety of day participants and workers the highest priority at all times and ensuring that the procedures agreed for ensuring compliance with health and safety legislation are known and adhered to.

3.3 Maintaining Fire safety procedures as required by law.

3.4 Monitoring sensitively the actions of any person who may pose a risk to another and in consultation with the Manager, taking appropriate action in line with the Community policy when the need arises.

3.5 Operating efficiently and effectively the policies and procedures which have been agreed by the Community, particularly in relation to support plans, reviews and record keeping.

**4. Training and development**

4.1 Through regular support and supervision identify training needs.

4.2 Undertaking training as required

**Person Specification**

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| **Specification** | | **Essential** | **Desirable** |
| Qualifications | * Minimum of National 5 in English and Maths or equivalent / demonstrable knowledge * SVQ 3 in health & Social Care – or willing to work towards |  |  |
| Career Experience | * Experience of completing administrative tasks and working to deadlines * Experience in working with adults with Learning Disabilities * Supervisory experience |  |  |
| Knowledge | * Reasonable understanding of Microsoft packages, in particular Excel and Outlook. * Knowledge of budgets both working within and ownership of * Knowledge of health and safety * Knowledge and experience of running workshops and day service groups for adults with learning disabilities |  |  |
| Skills | * Highly efficient and organised, with the ability to multitask, show initiative and solve problems * Demonstrate a good level of communication and interpersonal skills * Attention to detail * Ability to remain focused/calm under pressure * Ability to build effective relationships with service users, families and colleagues alike * An understanding of and willingness to connect with the values and aims of Corbenic Camphill Community and reflect these in all aspects of your work. |  |  |
| Personal Attributes | * Personable and professional and approachable * Team player, with the ability to act as an enthusiastic and motivated self-starter where necessary * Desire to make a positive difference for those with Learning Disabilities * A commitment to Equality, Diversity and Inclusion |  |  |