



Dhek Bhal

Job Description

Job Title: Elderly Women's Day Centre Manager

Responsible To: The Chief Executive

Responsible For: Daycentre Staff

Hours: 18.5 hours per week –
Mon & Tue – 9am – 4pm (includes ½ hr lunch) = 13 hrs
Thursday – 9am – 3pm (includes ½ hr lunch)= 5.5 hrs

Salary: £23,836 - £25,801 (pro-rata)

Probationary Period: upto 6 months

Holidays: 28 days per annum plus Bank Holiday pro-rata

**Pension: Stakeholder pension scheme.
Employer contribution 5% and employee contribution 5%**

Purpose of the post:

To manage and develop the Women's Day Centre Project for older South Asian women aged 55+ to be a model of good day care practice. The centre provides day care for up to 40 older, frail people over two days a week, including transport to and from home, social contact, a cooked hot 'halal' and vegetarian meal and a range of wellbeing activities promoting their independence. All duties to be carried out in a way, which does not undermine the ability of service users to make informed choices and take into account their needs and views.

Main duties and responsibilities

1. To be responsible for the day to day running and management of the centre, ensuring all safety standards are met
2. To welcome and supervise the care provided to service users of the centre.
3. To implement staff supervision, training and appraisals in supporting the performance and development of paid staff.
4. To organise transport for service users, including liaising with the volunteer driver and escorts.
5. To ensure service users physical, social and emotional care needs are met and to assist them to continue to maintain their independence.
6. To consult, arrange, and encourage service users to participate in a range of wellbeing activities.
7. To encourage service users to participate actively in the running of the Centre and to secure their trust and confidence.

8. To maintain appropriate records of service users needs and their attendance.
8. To assess Social Services referrals relating to service users with a range of complex needs undertake risk assessment, support them appropriately to attend care planning meeting to review their service.
9. To be responsible for collecting all the income generated and to deposit the monies to Finance.
10. To ensure the provision of nutritious food are provided to meet service users dietary requirements.
11. To work closely with the Chief Executive to devise a programme of activities for the service users.
12. To promote and publicise the Day Care service, giving talks, attending and liaising with local statutory and voluntary organisations.
13. In conjunction with the Chief Executive to identify your training needs to further develop your role including attending all mandatory training.
14. To organise quarterly team meeting for your staff and volunteers for support and training.
15. To attend once six weekly supervision with the Chief Executive and undertake annual appraisals.
16. To assist the Chief Executive in the annual evaluation and monitoring of the service and provide reports on progress of the daycentre service.
17. To produce a written report for the Trustee Meeting every eight weeks.
- 18 .To provide variation report to Finance weekly.
- 19.To comply with the Equal opportunities policy, Health and Safety and other policies of Dhek Bhal.
- 20.To be responsible for your own Health and Safety and under the direction of the Chief Executive protect the safety and security of service users and staff/volunteers
21. To physically move light furniture as and when required.
22. To carry out other tasks as directed by your line manager, commensurate with the job role.
- 23.To maintain contact with the families/carers of the service users where appropriate.

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Person Specification

Essential

- Minimum 2 years experience of working in a care setting
- Experience of managing paid staff and volunteers
- Ability to motivate paid staff and volunteers.
- Ability to deal sensitively with older people from a variety of South Asian backgrounds.
- Ability to keep accurate confidential financial & personal records
- Effective oral and written communication skills to include report writing.
- Proven ability to work on own initiative without close supervision and to organise own workload.
- A knowledge of the issues affecting vulnerable older people
- Knowledge of the role of voluntary organisations in the context of community care policies including protecting vulnerable adults from abuse.
- Ability to speak fluently at least one south Asian language-Urdu, Punjabi or Hindi.

Desirable

- A recognised professional qualification in social care
e.g. NVQ Level 3 or 4 in Health & Social Care
- Ability to supervise staff/volunteers