



Role Profile

Day-care Services Co-ordinator			
Reference No.	A4165	Type	Permanent
Service	Older people service		
Job Family	Care 3	Anticipated Grade	FC4
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:			
Assist and enable service users of varying abilities to participate in activities.			
Undertake a range of physical care tasks e.g. assisting with feeding/drinking, toileting, Administering prescribed medication/treatments to service users if required.			
Participation in care planning, risk assessment and review of service users.			
Ability to push/pull equipment such as hoists and wheelchairs which is an integral part of the post and in an Emergency the ability to use emergency evacuation equipment.			
Participate in escort duties.			
Actively promote and ensure a high standard of care practice within the day care setting.			
Attend staff meetings and any other relevant meetings and contribute to service development.			

Purpose		
Attend to the personal, social, recreational and emotional needs of older people within a day care setting and provide a stimulating environment.		
Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Aware of issues affecting older people	✓	
Well motivated	✓	
Organisational skills	✓	
Ability to listen, read, record and interpret information regarding service users	✓	
Flexible approach	✓	
Positive attitude to older people	✓	
Ability to plan and facilitate group and individual activities	✓	

E = Essential Criteria D = Desirable Criteria

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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
	Knowledge of needs of older people		
Undertake a range of general administration tasks e.g. record attendance of service users, file and photocopy documents as required, prepare reports for reviews and case conferences as necessary.			
Cleaning and other domestic duties are also required.	Understanding of safe working practices	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Job Title of Specialist tasks			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input checked="" type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input checked="" type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

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Additional Information – the following information is available:

- Skills Framework (if applicable)
- How we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results