



North Tyneside

## JOB DESCRIPTION

- POSITION HELD:** Day Care Co-ordinator
- BASED AT:** Cedar Grove Day Centre
- RESPONSIBLE TO:** Head of Health and Social Care
- RESPONSIBLE FOR:** All staff and volunteers with the day care services

### PURPOSE OF THE POSITION

To manage and oversee the development of Age Concern NorthTyneside's day care services throughout the Borough of North Tyneside, currently three day centres and two Lunch Clubs.

Line management responsibilities for all staff and volunteers operating these services, providing supervision and support in line with the objectives of each project area.

To monitor financial controls, budgets, health and safety and quality systems for each project area.

To lead and motivate the staff team in meeting the personal care needs of the day centre users in a way that promotes independence, respect and dignity of the individual.

### DUTIES AND RESPONSIBILITIES

1. To ensure the compliance to any contract specification for care/support services on behalf of statutory purchasers.
2. To identify unmet needs/gaps in provision and work on behalf of/with older people to ensure appropriate services are delivered.
3. To ensure effective monitoring and evaluation systems are in operation to ensure that a high quality of standards and care are maintained.

4. To manage and support the day centre staff, holding regular supervision and annual joint reviews.
5. The recruitment of staff in line with Age Concern North Tyneside policies and procedures.
6. To support the lunch clubs and visiting service.
7. To encourage and support the involvement of volunteers within the day care services.
8. To deal with all relevant referrals/enquiries for non-residential care services and maintain suitable records.
9. Where appropriate and necessary, carry out assessments to establish service users' needs and aspirations in relation to the use of Age Concern North Tyneside's services and where necessary:
  - 9.1 Liaise with relevant referral agencies and statutory bodies to ensure overall consideration and co-ordination of service users' packages of care/support needs.
  - 9.2 To advocate on behalf of service users, where requested, to ensure their needs and aspirations are met.
10. To ensure effective networking and liaison with other agencies by participating in relevant meetings and representing the values and policies of Age Concern North Tyneside.
11. To assist in the preparation and monitoring of the day care service budgets.
12. With clients, Head of Health and Social Care and staff develop a programme of activities and user involvement.
13. To identify and participate in delivering appropriate training programmes for staff and volunteers.
14. To provide regular written reports on progress and development of the service.
15. To participate in team meetings and support the overall development of the work of Age Concern throughout the Borough of North Tyneside.

16. To ensure all staff are trained to meet contractual and statutory requirements and receive training relevant to their post.
17. To ensure that Age Concern North Tyneside's Equal Opportunities policies, principles and practices are observed and implemented throughout service delivery.
18. To participate in staff training and development as appropriate.