

Day Care Manager – Person Specification.

| Factor | Essential | Desirable |
|--|---|--|
| Qualifications & Professional Memberships | <ul style="list-style-type: none"> To hold an NVQ Level 3 or above in Health and Social Care. Safeguarding Level 3 training. Moving and Handling (People) training. Evidence of up to date continuing professional development. | <ul style="list-style-type: none"> Qualified First Aider at Work. Fire Warden Training. Dementia Friends Champion through Alzheimer's Society. Health and Safety / Risk Assessment training. |
| Experience | <ul style="list-style-type: none"> Proven experience of working in the adult care setting. Proven experience of working in a care role with vulnerable adults, dealing with difficult, sensitive, and complex care related matters. Experience of managing a team. Experience of devising and delivering a range of service user activities that are innovative, creative and support service user engagement. Experience of responding to service user complaints. Proven experience of managing service user referrals process to include undertaking initial assessments and the completion and implementation of risk-based care plans. Undertaking service users care reviews in conjunction with families and external agencies. | <ul style="list-style-type: none"> Experience of being involved in service inspections. Experience of staff recruitment and selection activities. Experience in the design and delivery of training & continued professional development of staff. Experience of people management related investigations and disciplinary processes. Experience of participating in care review meetings with a range of stakeholders. |
| Knowledge and Skills | <ul style="list-style-type: none"> Ability to maintain, monitor and review accurate records including care plans and risk assessments. Ability to support service user engagement in the planning and review of services. Sound working knowledge of safe administration of medication best practice. | <ul style="list-style-type: none"> Working knowledge of Children's Safeguarding. |

Day Care Manager – Person Specification.

| | | |
|---------------------------------|--|--|
| | <ul style="list-style-type: none"> • An appropriate level of expertise in the operation of standard office IT systems, including e-mail, word processing, internet and spreadsheet applications (Microsoft Outlook, Word and Excel). • Ability to prepare accurate, concise written reports and complete standard forms. • Ability to assess situations and make sound judgements on the information collected. | |
| Personal Characteristics | <ul style="list-style-type: none"> • Ability to lead and motivate a team. • Strong interpersonal skills. • Able to work in a professional manner which always represent the values of the organisation. • Ability to act under own initiative in investigating and finding appropriate solutions to problems. • Commitment to equality of opportunity and safeguarding principles. | |
| Special Requirements | <ul style="list-style-type: none"> • Satisfactory completion of an Enhanced DBS check. • Able to work at weekends/out of office hours as and when required. | |