



Job Description

Job Title: Lead Carer [Day Care]

Responsible to: Home Manager

Job Purpose:

- To deliver a range of social activities and events which will meet the assessed needs of individuals and groups of service users.
- To provide opportunities for service users to enhance quality of life by pursuing hobbies, interests and activities within a caring environment.
- To work to National Occupational Standards to ensure the delivery of a high quality service.
- To be aware at all times of the health, safety and welfare of service users, other members of staff and visitors.

Main Duties:

1. Deliver a quality day care service.
2. Ensure that the assessment, delivery, monitoring and review of the care provided is properly recorded in service users care plans.
3. Maintain effective care management arrangements and systems to promote the service users' rights.
4. Maintain records in accordance with Company requirements.
5. Take responsibility for development of own practice.
6. Support day care service users to develop and maintain self-esteem and a positive self image.
7. Assess and act upon risks of harm to service users and others.
8. Assist service users to take prescribed medication as required.
9. Maintain healthy and safe practices in the Home.
10. Ensure the cost effective use of resources
11. Participate in training and attend meetings.
12. Represent the Company positively at all times when dealing with enquiries and receiving visitors.
13. Work to Company Policies and Procedures at all times.
14. Undertake other duties that may be required in line with this level of post.

Values:

15. Ensure that all practices / activities within the Day Care Service reflect the Company's ethos with regard to promoting equality and valuing diversity.