

St. David's Bradbury Day Centre

Job Description

Post: Support Worker

Accountable to: Day Care Manager

Job Purpose

To work in conjunction with the staff team and volunteers to provide a stimulating programme of activities and day to day support for day care service users at St. David's Bradbury Day Centre.

Major Tasks

- To undertake a quarterly consultation exercise in conjunction with the Manager and Service Users to develop the daily activities programme.
- To work with the Volunteers to plan and implement a day care programme that meets the needs of individual service users
- Offer support and encouragement to service users when required
- Ensure that all records, including referral forms and individual care plans are up to date
- Keep the Day Care Manager and other members of staff informed of any relevant information pertaining to service users
- Undertake daily briefings to ensure that all volunteers are up to date about the day service and service users.
- Provide support and supervision to volunteers
- Provide passenger assistance on the daily transport when required
- Serve and clear meals as required

Service Users

- Work with the volunteers to plan and implement the day care programme
- Provide encouragement and emotional and practical support to service users as required
- Ensure that all records, including referral forms and individual care plans are up to date
- Keep the Day Care Manager and other members of staff informed of any relevant information pertaining to service users and their care plan

Activities

Implement the annual programme of activities

Volunteers

- Undertake briefing sessions each day to ensure that all volunteers are up to date about the day service and its service users.
- Provide individual support and supervision
- Allocate tasks to suit individual aptitudes
- Provide opportunities, through training to develop their skills and expertise

Transport

Provide passenger assistance when required

Meals

Serve and clear daily meals as required

Responsibilities of all St. David's Bradbury Day Centre Staff

- Manage and prioritise workloads to ensure the smooth running of the service
- Work flexibly and cooperatively with service users, volunteers and staff
- Maintain positive and constructive relationships with service users, volunteers and staff
- Ensure that all volunteers are up to date with all relevant information
- Undertake professional development and training as agreed with your Manager
- Maintain confidentiality, as appropriate, with sensitive or privileged information
- Adhere to all internal St. David's policies, procedures, systems and guidelines and contribute constructively, as required to their ongoing development
- Adhere to all relevant statutes and laws
- If necessary, from time to time, work outside normal hours for which time off in lieu (TOIL) will be given
- Secure premises, including setting the alarm
- Have regard for personal health and safety and that of those around you

Qualifications

SVQ2 in Social Care

- (a) Ability to relate well to service users and volunteers
- (b) Experience of working with volunteers would be advantageous
- (c) A willingness to be adaptable and flexible is essential, as is a caring attitude