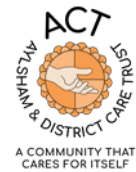


ADCT Role Definition – Day Service Lead – North Norfolk



Job Title:	Day Service Lead	Job Category:	Care/Day Services
Management Team	Care Services Team		
Location:	North Walsham and Aylsham		
Level/Salary Range:		Position Type:	Full Time
Reporting To	Care Services Manager		
Redeployment or New Vacancy			
New Vacancy		Name	
Job Description			
<p>DAY SERVICE LEAD</p> <p>JOB PURPOSE</p> <ul style="list-style-type: none"> To lead the current and any new day services development in North Walsham, Aylsham and other areas throughout North Norfolk. <p>KEY RESPONSIBILITIES</p> <ul style="list-style-type: none"> Assist in the constant review and evaluation of our day services in the area and assist the Care Manager in the planning and development of future sustainable services. Ensure the quality of our services meet with CQC and other regulatory standards Ensure the safety and care of all service users, staff and volunteers To motivate, train and develop staff and volunteers Creative and innovative development of activities within the service Take day to day operational responsibility for all designated day services in your area. Ensure the effective management of administration and financial data related to the services To emulate the organisations values and standards. Supervise teams, and always ensure appropriate staffing levels are achieved To be hands on and lead by example within a caring day service setting Ensure high levels of customer satisfaction with the service provision <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>Qualified in Health and Social Care to a minimum level 4/5 or equivalent training and experience</p>			

A good standard of literacy and numeracy.

Evidence of at least 3 years' experience of working at a supervisory level

Trained or experienced in safeguarding and managing personal information appropriately

Excellent communication and customer relationship skills

IT literate and able to work with Microsoft Excel and Word application

PREFERRED SKILLS

A natural coordinator, highly organised with the ability to work within teams.

Enjoys being hands on, but can also manage others

Kind and courteous with an innate sense of respect and empathy for vulnerable people

Loves diversity of work and being flexible, a self-starter with energy and enthusiasm and a positive nature

ADDITIONAL NOTES

May need to travel so driving competence required