

JOB DESCRIPTION & PERSON SPECIFICATION

Group:	COMMUNITY AND CHILDREN'S SERVICES
Division:	Direct Services, Business & Housing
Section:	Learning Disabilities
Sub Section:	
Post Title:	Daytime Opportunities Officer
Vision Post Number:	tbc
Grade:	GR7
Responsible to:	Day Service Manager
Posts Reporting to this Post:	Daytime Opportunities Support Workers
Team:	Learning Disabilities - Day Services
DBS Required Level:	Enhanced
Location:	Rhondda Cynon Taf
Date of Description:	November 2015

KEY OBJECTIVES

To provide effective day to day operational supervision and guidance to Daytime Opportunities Support Workers.

To promote Daytime Opportunities that support individuals to realise and achieve their potential, in an appropriate setting, in a timely manner, in keeping with local and national drivers.

To ensure that Daytime Opportunities are responsive to individual assessed needs and that provision is of the highest quality focusing on engagement, participation and skills development.

SPECIFIC RESPONSIBILITY

- To develop outcome focused individual plans for people in receipt of services in response to their assessed needs, with the engagement of the individual and their carer where appropriate, including risk assessment and risk management plans.
- To discuss and demonstrate approaches to delivering such plans with frontline staff.
- To monitor the effectiveness of plans and review accordingly on an individual level for those in receipt of a service and on a wider level as required to inform supervision and performance management.
- To inform the Care Co-ordinator and / or relevant senior officer of any issues, changes, incidents, accidents/complaints with reference to individuals.
- To maintain and securely store appropriate records and share relevant information in a timely manner in keeping with the Authority's policies and guidance.
- To lead and organise staff and resources in the provision of individual and group activities, programmes and projects to meet the assessed needs of individuals in an inclusive manner both in the Learning Curves and in the wider local community.
- To co-ordinate and supervise the Daytime Opportunities Support Workers including assigning work, providing support, monitoring individual performance and attendance, informing the Day Service Manager of issues in a timely manner.
- To arrange cover for staff absences as required in keeping with the needs of the service and take any necessary action to maintain safe staffing levels at all times which may include providing cover for peers and Daytime Opportunities Support Workers.
- To promote high standards of practice, including actively identifying and supporting the learning and development needs of staff. This would include undertaking the role of QCF Assessor.
- To ensure good communication and information sharing between team members including chairing regular minuted staff meetings.
- To facilitate positive team working within the immediate team and with the wider Learning Disabilities Team both in terms of service providers and assessors.
- To administer prescribed medication as specified on the Individual's Plan, to store and record all medication in keeping with the Authority's policy and guidance, to report changes in behaviour and concerns about Health.



- To fulfil the role in respect of the transport process, including the monitoring and reporting issues.
- To ensure a safe environment at all times in accordance with Health and Safety Policies.
- To ensure that individuals, their families and/or representatives are aware of the Authority's complaints procedures.
- To be follow all financial and administrative procedures as required.
- To adhere to all Divisional Policies, Guidelines and Procedures.
- To take personal responsibility for one's own Continuous Professional Development and undertake relevant training and development as identified in the supervision and / or appraisal process and as required by the Authority.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).



PERSON SPECIFICATION

This Person Specification sets out the knowledge and / or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
KNOWLEDGE / EDUCATION	<p>Willingness to achieve an appropriate QCF Level 3 Diploma in Health & Social Care (Adults) within two years of being allocated an assessor.</p> <p>Knowledge and understanding of legislation, policies and procedures pertaining to community care and Learning Disabilities.</p> <p>Knowledge and understanding of community day services.</p> <p>Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills.</p>	<p>NVQ 3 Health & Social Care Adults (Adults), NVQ 3 Care or NVQ 3 Promoting Independence.</p> <p>Understanding the issues facing individuals with Learning Disabilities in accessing integrated activities.</p> <p>Understanding of equal opportunities and anti discriminatory practice.</p> <p>Knowledge of policies and procedures in relation to the assessment and provision of person centred care.</p> <p>Understanding of working in partnership with individuals in receipt of a service, carers and other professionals.</p> <p>Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.</p>
EXPERIENCE	<p>Experience of working with people in a community setting as part of a team.</p> <p>Experience of organising activities to meet the assessed needs of individuals.</p> <p>Experience of leading a small team.</p>	<p>Experience of implementing action plans.</p> <p>Experience of working with people with a Learning Disability.</p> <p>Experience of managing budgets.</p>
COMPETENCIES	Supervisory Competency Framework	

Leading and Motivating	<p>Openly values the skills and contributions of individual team members.</p> <p>Creates a shared attitude that is positive and enthusiastic about work.</p>
Working as a Team Member	<p>Promotes a strong team spirit of co-operation and shared responsibility.</p> <p>Promotes and demonstrates an ethos of quality and diversity.</p>
Communicating Effectively	<p>Proactively shares ideas and knowledge with people to keep them up to date with developments.</p> <p>Communicates clearly and concisely.</p>
Incorporating Change	<p>Understands the need for change and responds positively to improvements.</p> <p>Promotes a shared, open and positive team attitude towards change and flexibility.</p>
Managing Time	<p>Has a logical and organised approach to planning.</p> <p>Works with others to plan the best ways forward.</p>
Achieving Results	<p>Is able to work effectively under pressure.</p> <p>Reviews outcomes in order to make improvements and learn from mistakes.</p>
Focusing on Service Users	<p>Understands customer's actual needs.</p> <p>Ensures customer's needs are met by responding to them efficiently and effectively.</p>
Complying with Health and Safety	<p>Is aware of all procedures relevant to team, its responsibilities and potential.</p> <p>Puts measures in place that minimise risk of incidents.</p>
SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS	<p>The ability to work flexibly</p> <p>Ability to travel to workplace settings around the RCT area in line with service requirements</p>