

**MAYFAIR COMMUNITY CENTRE  
JOB DESCRIPTION**

Mayfair Community Centre aims to improve the quality of life for people in the local community. To enable this, all staff actively promote an open, supportive and welcoming environment for clients, visitors, volunteers and for each other. The values and behaviours which create this, including confidentiality, are essential to all jobs at Mayfair.

**1 TITLES**

**Job Title –** Day Service Coordinator

**Reports to –** Care Services Manager

**Location –** Mayfair Community Centre

**Job holder(s) –**

**Author -** H Crumpton

**Date –** 5th July 2022

**2 JOB PURPOSE**

To be responsible for the day-to-day operation of The Beacon Day Service. The Beacon aims to promote the independence, dignity, and well-being of vulnerable clients, by addressing their specific needs, and by providing activities and care in a safe and stimulating environment.

**3 DIMENSIONS**

Up to 15 day-care clients present on any one day looked after by a team of typically 3 carers and two volunteers. (numbers currently lower due to Covid)

Adult clients of all ages have a wide range of specific needs including, but not limited to, physical and mental health, isolation and loneliness or early stages dementia.

Clients pay for care either privately or funded by Adult Social Care

40-80 clients on the books at any one time and a team of 6-10 carers, relief and part time.

**4 ORGANISATION CHART**

(Attach current Mayfair organisation chart amended if necessary to show this job and its reporting relationships)

## **5 PRINCIPAL ACCOUNTABILITIES**

- a) Lead, supervise and motivate all Day Service staff, to enable them to deliver activities, provide positive interactions, emotional support, key worker role, and high standards of personal care, in line with promoting independence, and maintaining the dignity of clients.
- b) Day to day supervision of volunteers and work placement personnel to enable them to make a positive contribution for clients, and to enhance client experiences.
- c) Assess client's needs, develop and regularly review care plans, and maintain appropriate records, to ensure that client's needs are addressed.
- d) Liaise with clients, their carers and relatives, and other agencies such as Adult Social Care, to ensure that suitable contracts are in place, and to report changes in circumstances, or concerns as required.
- e) Work with the team to ensure there is a stimulating activity programme for all clients, with a mixture of individual, and group activities.
- f) Conduct risk assessments, and health and safety assessments, for Day Service individuals and for Day Centre activities, directing care staff accordingly, in order to ensure as far as possible the safety of clients, staff, visitors and volunteers at Day centre locations and elsewhere during external activities.
- g) Manage the staff and volunteer rota to ensure that there is adequate cover to meet client needs safely.
- h) Ensure that all Day Centre personnel work within Mayfair policies and guidelines, such as Health and Safety, Confidentiality, Equal Opportunities; updating and producing new relevant policies and procedures as required.
- i) Support the development of Beacon and other Mayfair care services.

## **6 SPECIAL FEATURES**

- a) Qualifications (essential and desirable):

NVQ level 3 in Care is essential. NVQ level 4 in Care is desirable.

Basic IT skills, including emails and ability to learn to use Mayfair's database.

b) Training:

Regular training and certification in Moving and Handling, Infection Control, First Aid, Food Hygiene, Dementia etc.

c) Working Hours:

Between 9 am and 5 pm Monday to Friday. Length of the working week varies by individual agreement.

d) Others:

Post holder works with the Care Services Manager to carry out the annual reviews for the Care staff.

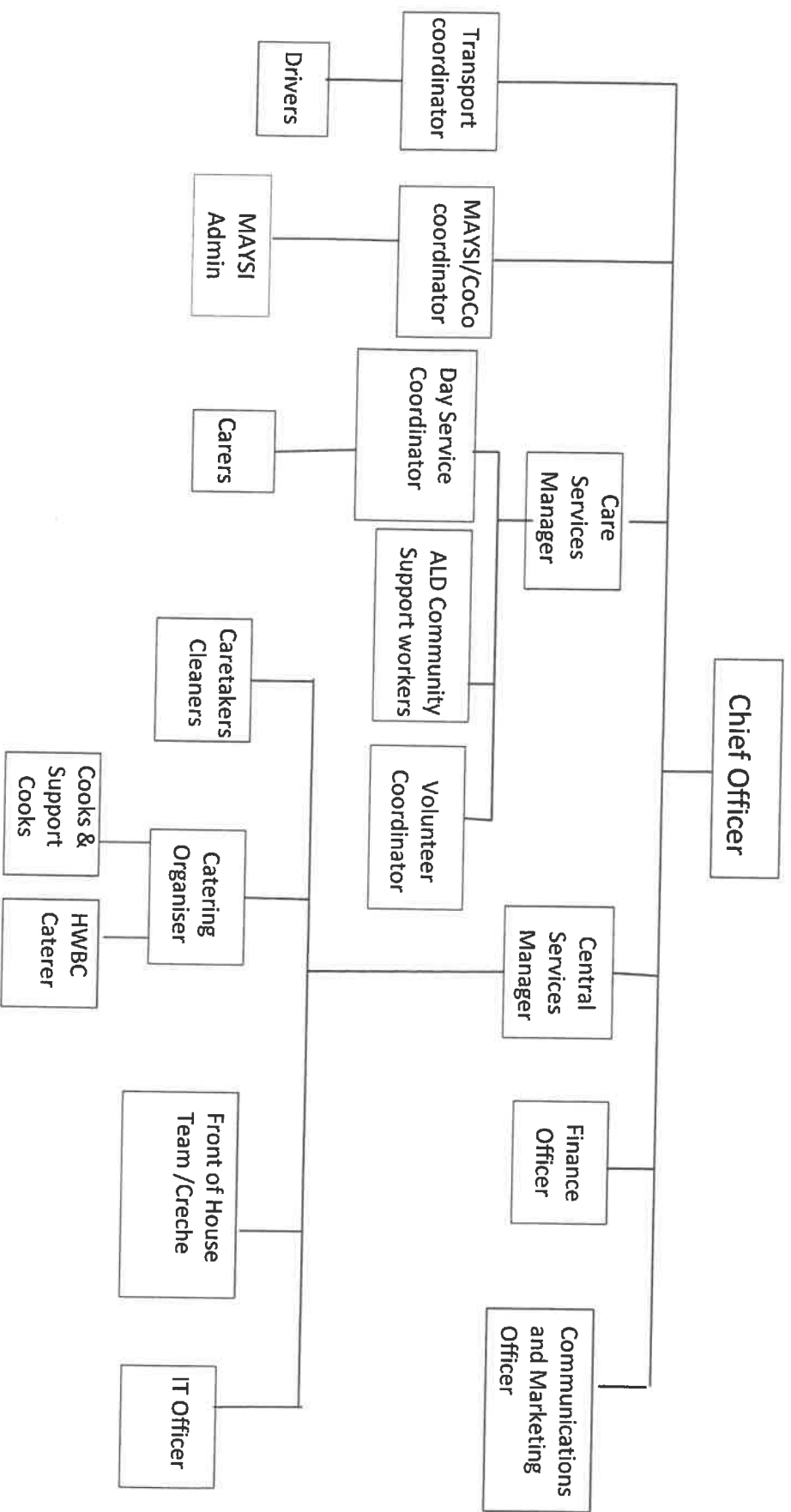
The post holder may be required to attend case conferences including safeguarding reviews.

Post holder may provide personal care, including toileting, bathing, and assistance with feeding as required, on an individual client's needs basis.

Job holder oversees the running of the laundry equipment installed at Mayfair.

Post holder deal with problems pertaining to Mayfair Day-Care, as they arise. The post holder will be First Aid trained and provide cover for the building.

Job holder leads on providing health and safety checks and wellbeing checks for tenants and provides 'emergency response' within working hours.



**The Strettons Mayfair Trust**  
**JULY 2022 ORGANISATION**