



## **Assistant Manager - Royal Albert Day Centre Portsmouth**

**Salary, Band:** 8 £36,363 - £39,151 p.a (£14,741 - £15,872 for 15 hours)

15 hours per week - Monday and Tuesday 08:00-16:00

Portsmouth City Council is committed to safeguarding and promoting the welfare of vulnerable adults and expects all staff and volunteers to share this commitment.

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

### **The Service**

Royal Albert Centre is a day centre offering innovative day care for older people with dementia and high dependency needs. It is an exciting place to be for service users and staff and has the facilities to promote healthy living and wellbeing to enable older people to maintain independent living.

### **What is the purpose of Adult Social care from a service user perspective?**

Help me, when I need it, to live the life I want to live

As a service we take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference. Our values are outlined in our Ways of Working and if they reflect how, you are and how you work then this could be the role that meets your expectations of social work.

### **What is the role?**

The purpose of the job is to ensure the safe, efficient, and effective running of the day centres for older people living with Dementia and or a cognitive impairment. This involves the development and effective delivery of tailored activities to meet specified aims and outcomes and the need to maintain the health and wellbeing of Service Users, in line with regulatory requirements as specified by The Health & Social Care Act 2008. Overseeing and developing routines for the safe handling and timely administration of medications.

You will need to have a thorough understanding of the key issues and challenges that face people living with Dementia and or cognitive impairment as well as the formal role of an Assistant Manager in a day centre setting.

You will supervise and support key workers to ensure a high level of service is delivered and maintained.

You will support staff to access relevant training that is completed timely and where relevant you will competency assess.



You must ensure that staff are aware of and follow policies and procedures and where appropriate you will be involved in the development of policies and procedures which affect your work and that of those you supervise.

You will provide an Annual Performance Development Reviews for allocated supervisees. You will advise Support workers day to day and where appropriate deliver training.

You may be required to carry out a range of duties including personal care tasks that may arise on a day-to-day basis. This will include administration of medication.

You will be required to be responsible for delegated areas. For example, you may be required to act as Health and Safety representative for your building or Fire Warden

You will liaise with other professionals involved in the support of the service user particularly the Named Worker from the Adult Social Care Team. You will identify the need for specialist input from, for example an OT or SLT and refer as appropriate. You will be required on occasion to attend multi agency planning meetings. You will be involved in the Review of the Service user's Profile Plan and for the carrying out of any actions which you are responsible for.

You will develop and maintain contact with other key stakeholders including families.

You will contribute to a Quality Assurance Framework and provide information as required. You will act as a role model for good practice, affirm good practice of others and challenge poor practice effectively and appropriately. You will ensure that Safeguarding policies are understood and followed

You need to demonstrate and have commitment and a willingness to learn as the service develops and evolves

Accountable to: Unit Manager

Accountable for: Day Service Support Workers//Casuals/ Clerical Staff / Kitchen staff

### **Who is the person?**

You will need to have the experience, ability, knowledge, skills, and confidence to lead a team of staff who work with service users who have a wide range of health and support needs.

You need to have:

1. NVQ Level 3 or above in Social Care
2. Have experience working in a dementia setting. Have the necessary skills to complete specialised dementia leadership training.

3. The ability to support staff who in turn support service users with complex needs and lead productive teams. Have experience, skills and knowledge of management and being able to motivate staff as well as experience, skills, or knowledge of staff development. This includes supervisory skills on a 1-1 basis in formal supervision sessions, performance management, managing absence, inductions, and probation with minimal guidance from the unit manager.
4. The ability to take responsibility for delivering a quality service, make decisions in a logical and responsible way and working proactively.
5. Effective time management skills required to meet deadlines and targets
6. The ability to work independently as the Unit Manager is not always on site.
7. Good problem-solving abilities, to think on their feet and remain calm in emergencies due to the complex medical needs of the service users
8. An understanding and commitment to equal opportunities in both employment and service delivery.
9. Excellent computer skills to enable the post holder to confidently use SystemOne and other programmes necessary for the role
10. The ability to communicate effectively with colleagues and service users and delegate appropriately. The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.
11. You must be open and transparent. Should something go wrong, or you witness unsafe practice, you have a responsibility to ensure you raise this concern with the manager immediately.
12. An understanding of financial and budgetary systems and 'best value ' principles.
13. An understanding of and commitment to 'Valuing People now', person centred planning and person-centred approaches and the ability to contribute to developments related to these areas.
14. The ability to contribute to the development of policies and procedures and the ability to monitor their application
15. Ability to demonstrate positive use of opportunities for personal development
16. Skills, experience and knowledge to ensure that all Health and Safety within the buildings and outside spaces is adhered to and that Service Users and Staff are provided with a safe environment and that all activities are thoroughly Risk Assessed in line with PCC Policy.
17. Commitment to a service that continues to move forward and develop in response to the needs of service users.
18. You will need to be always approachable and professional when liaising with staff, parents, carers and other professionals.
19. Proven ability to follow policy in accordance with Portsmouth City Council corporate and HR policies and procedures and our regulatory requirements under Health and Social Care Act 2008 (Regulated Activities).
20. An understanding of the principles and practice of client confidentiality and GDPR and the ability to apply this in practice.

### **Additional information:**

Remember to demonstrate why you are suitable against each of the points described in the 'Who is the Person' points on the Job Profile using examples from your experience or transferable skills. This might be through qualifications or descriptive examples from



your work / personal experience, which clearly illustrates what you did and the effect it had.

### **General Data Protection Regulation (GDPR)**

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

This role is eligible for a DBS check and the DBS have published a privacy notice to ensure individuals are fully informed of the use of their personal data; their rights and that Portsmouth City Council are meeting the necessary requirements when submitting DBS checks. It is important that you read and understand this privacy policy before any application is submitted to the DBS.

Visit the Gov website to read the full notice.

Please include the below statement in your application. It is important you know your rights.

I have read the Standards/Enhanced Check Privacy Policy for applicants and I understand how the DBS will process my personal data and the options available to me when submitting an application

Signed.....Dated.....

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.