

# Bluebells Day Centre Leader

## Job Description

Bluebells Day Centre, Henley-on-Thames

**Job Title: Day Centre Leader**

**Hours: 2 Days Per Week** (Mondays & Thursdays, possible 3<sup>rd</sup> Day in 2024)

**Responsible for: The Bluebells Day Centre, line-managed staff and volunteers**

**Accountable to: The Trustees**

### Background

Bluebells Day Centre is a UK-based Charity, located at the Christ Church Centre in Henley-on-Thames. It was established to provide short term day care for those living with dementia or other related disabilities, and - just as importantly- to provide respite support for their carers.

The Charity was registered as a Charitable Incorporated Organization (CIO) on 15 January 2019. Bluebells works closely with the "Henley Handybus" enabling voluntary provision of transportation of guests to the Day Centre.

Bluebells has grown since its inception and prides itself on its strong relationship with guests providing a safe and nurturing day care. The work culture of the organization is collegial and family-orientated and is intended to provide a fulfilling environment for everyone who contributes to delivering its service.

### Position Description

This position of Day Centre Leader reports to the Charity Trustees.

This position will direct a staff of two direct reports, as well as, an array of volunteers to be appointed based on guest volumes.

They will work closely with the Trustees to facilitate goal-setting. The Centre Leader will have a focus to lead, motivate, mentor and manage the entire team, building a sustainable, guest-focused entity to fulfil its purpose and exceed agreed service objectives.

### Specific Purpose

To be responsible for maintaining a fully supportive day-care centre for people living with dementia, or related illnesses, in accordance with their assessed needs.

## Leadership Qualifications

The successful Candidate will be a dynamic leader with a track record of managing a dementia or mental health-related service, ideally on a charitable basis.

The Candidate will possess excellent communication and relationship building skills to interact productively with guests and their carers alike.

They will quickly earn the trust of the team and have the necessary specialist experience to engage with and support guests with varying degrees of dementia.

## Basic Care Provision

- To provide guests, male and female, with an appropriate level of support with personal care needs, such as personal hygiene, using the toilet facilities and help with eating.
- To provide, in partnership with the Christ Church Centre, appropriate and nutritionally balanced meals and refreshments to guests during their session.
- To organise a range of stimulating recreational, therapeutic and social activities which are appropriate to the guests' assessed needs and wishes.
- To adhere to all policies in relation to health and safety and ensure all necessary training needs are met, to assist with provision and risk assessments within the Bluebells Day-Centre environment.
- To offer support to staff and volunteers and discuss issues any concerns with them.
- To ensure there are sufficient staff and volunteers to meet staffing ratios and the needs of guests.
- To ensure that staff and volunteers receive appropriate induction and training and keep records of training received. Ensure that they are aware of relevant policies and procedures (e.g. confidentiality, or health and safety).
- To participate in training and development as required and evaluate training needs accordingly.

## Major Operational Duties

- To provide a day-care service for people living with dementia which is safe, caring, effective and enabling.
- To recruit, train and support staff and/or volunteers as appropriate to ensure that guests attending day care are adequately supported.
- To be responsible for the admin of the day centre, which includes keeping records of who attends each session, which staff covered each session and passing this information to the Bluebells Treasurer on a weekly basis.
- To implement training and development initiatives as required.

- To adhere to Health and Safety, GDPR and other policies which the trustees put in place.
- To maintain a waiting list of guests who would like to attend the Day Centre, with a view to ensuring full attendance as often as possible.
  - To ensure the smooth running of any day’s programme, which will include taking on “carer duties”, during any given work day, for both male and female guests.
  - To send a report, by email, to trustees each week to include who attended and which staff, volunteers were present at each shift, any incidents that occurred and a summary of activities undertaken.
- To liaise with the Bluebells Treasurer or Trustees as deemed appropriate.

### Administration

- To be responsible for the collection, recording and safe storage of information about guests in the form of up-to-date confidential files and a daily register of attendance. To keep records of volunteers, starters, leavers, change of details, and records of volunteer inductions. To maintain records of incidents and accidents.
- To arrange for and secure the collection of guest’s contributions at each session and maintain records of receipts and payments. Liaise with Treasurer as needed.
- To make contact with potential guests and their carers to discuss proposed attendance or trial sessions.
- To liaise with the Henley Handybus Driver and other key people regarding transport for Day-Centre users.
- To ensure that all staff and volunteers have the appropriate Disclosure and Barring (DBS) service clearances.
- To make available information resources on matters of concern to those living with dementia and their carers.

### External Support

- To seek opportunities for the Bluebells Day Centre to engage with the wider community in ways that promote the social inclusion of guests.
- To liaise with voluntary and statutory agencies, as required, over the provision of welfare benefit entitlement and other practical support for users and their families.
- To raise the profile of Bluebells by promoting the Centre to the local community.

### Disclosure and Barring (DBS):

This post is subject to a disclosure application with the Disclosure and Barring Service as to the existence and content of any criminal record.