**Job Description**

|  |  |
| --- | --- |
| **Job Role:** | Day Opportunities Coordinator |
| **Department:** | Adult Social Care |
| **Location:** | Wareham |
| **Reports to:** | Head of Adult Social Care |
| **Main purpose of job role:** | The Day Opportunities Coordinator is responsible for overseeing the daily operations of a day opportunities service, ensuring the delivery of high-quality care and support to individuals with diverse needs. This role involves planning and coordinating activities, and ensuring a safe, inclusive, and engaging environment that promotes independence, socialisation, and well-being. The coordinator serves as a key liaison between management, clients, families, caregivers, and external agencies, ensuring services align with individual goals and organisational standards. Additionally, the role includes administrative duties such as scheduling and continuous programme improvement to enhance the overall experience and effectiveness of the service.  |
| **Key tasks:** | Effectively oversee the daily operations of the day opportunities service at **Wareham**, ensuring the delivery of a high-quality, person-centred experience for individuals, including the day to day overseeing of Support Workers. Plan and organise engaging activities, ensuring a stimulating and inclusive environment. Liaise with professionals, families, and external agencies to ensure collaborative support and continuity of care. Acting as a role model and ensuring clarity in duties, responsibilities, and task completion to other staff. Work closely with the Head of Adult Social Care to oversee the service, ensuring smooth operation and continuous improvement. This role includes 8 hours of administrative time across two days, with the remaining hours dedicated to direct, floor-based support.  |
| **Other duties/responsibilities:** | ***Quality of Service**** Ensure the day opportunities service meets high-quality care standards and regulatory requirements.
* Monitor and evaluate service delivery to maintain excellence and address areas for improvement.
* Implement policies and procedures to ensure the health, safety, well-being, and dignity of clients.
* Maintain accurate records and documentation in compliance with organisational and legal guidelines.
* Act as deputy safeguarding lead for your location, liaising with Head of Adult Social Care as appropriate.
* Lead the staff team on a day to day basis, and be the first point of contact for any HR concerns, which are then to be further managed by your line manager.
* Ensure the service operates in line with Health and Safety guidelines and report any concerns as appropriate.

***Providing a Good Service to Clients**** Ensure a welcoming, inclusive, and supportive environment for all clients.
* Work closely with individuals, families, and caregivers to ensure services align with personal goals and needs.
* Provide person-centered support that encourages independence, socialisation, and overall well-being.
* Act as the main point of contact for clients, responding to feedback and addressing concerns promptly.

***Leading the Activity Program**** Develop, coordinate, and oversee a diverse and engaging activity program that promotes physical, emotional, and social well-being.
* Ensure activities are inclusive, accessible, and tailored to the interests and abilities of clients.
* Work collaboratively with staff and volunteers to deliver activities effectively.
* Continuously assess and adapt the programme to meet the evolving needs of clients.

***Promoting the Business and Continuous Improvement**** Actively promote the day opportunities service within the local community and to external stakeholders.
* Build strong relationships with families, carers, and partner organisations to enhance service outreach.
* Identify opportunities for service development and implement innovative approaches to improve quality and efficiency.
* Support the collection and analysis of feedback to drive service enhancements and best practice
 |
| **Safeguarding:** | Employ My Ability takes seriously its responsibility for safeguarding and is committed to safeguarding and promoting the welfare of young people. Therefore, we require that all staff share this and act accordingly by applying organisation policy and procedure and attending annual safeguarding training. |
| **Equality & Diversity:** | Through personal example and clear action demonstrate commitment to equality and diversity ensuring equality of access and treatment in employment and service delivery to all. |
| **Health & Safety:** | Promote Employ My Ability’s Health and Safety at Work Policy and Procedure and ensure these are implemented effectively within the department. |

|  |  |
| --- | --- |
| **Employee Signature:** | **Date:** |
| **Line Manager Signature:** | **Date:** |