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| **Day services Officer**  **SALARY GRADE: [HBC5 ]** | Halton Borough Council  resourcing@halton.gov.uk |
| Working at Halton | |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture:   * Working Together – building fantastic relationships with colleagues and customers * Continuous Improvement – Keeping great service delivery at the heart of everything we do * Personal Growth – Learning, growing and developing ourselves * Accountability – doing what we say we are going to do * Inspiring Leadership – positive roles models and leading by example   *To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)  **We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**  Aside from working with a great team, our employees have access to a fantastic range of benefits, including:   * A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service * Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions * 3 x Salary Life Cover via Local Government Pension Scheme * Investment in your personal development * Free Car Parking at HBC sites * Car leasing schemes   *For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* | |
| About the Job | |
| Halton Day Services team works collaboratively to ensure efficient resource use and safe practices. As part of the role you will promote independence and coordinate tasks across areas like Dementia, Learning Disabilities, Autism, and Physical/Sensory Disabilities, enhancing the quality of life for service users. You will also engage in activities alongside managing identified business area  More specific responsibilities include:   * Devise, monitor, and review individual plans for service users, incorporating input from other agencies, parents, employers, and supporters. * Develop and deliver activities aligned with individual care plans to meet service users’ needs. * Collaborate as part of a team to develop a supportive Day Services approach for service users and their networks (family, friends, neighbors, etc.). * Maintain accurate records and administer medications in line with organisational policies and procedures. * Perform additional duties as needed, potentially across various locations, supporting the department’s ongoing development initiatives. | |
| About You | |
| It is essential you have one of the following:  Level 2 NVQ in Social Care (with relevant units); or  Preliminary Certificate in Social Care (or equivalent); or  GCSE equivalent; or  Demonstratable relevant experience or non-formal education at an equivalent level.  In addition you will have:   * Experience in social care, supporting individuals with learning disabilities and additional needs (e.g., dementia, autism, physical/sensory disabilities) * Key worker experience, managing care plans and contributing to assessments and reviews * Supervision and mentoring of staff and service users * Knowledge of Equal Opportunities, health and safety, risk management, and challenging behaviour strategies * Knowledge of First aid with a multi-disciplinary approach to care plans * Ability to monitor and review care for multiple service users, ensuring personal care needs are met * Strong communication skills, with the ability to engage with service users, colleagues, and the public * Proficient in literacy, numeracy, and record-keeping * Team player focused on meeting individual needs * Post is subject to enhanced DBS checks and update service registration.   As this role involves regular travel across the borough and sometimes further afield, a driving license and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.  The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. | |
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