

## ROYAL BOROUGH OF GREENWICH

### JOB DESCRIPTION

**DIRECTORATE:** Adult & Older Peoples Services

**SECTION:** Day Opportunities Service      **GRADE:** PO1

**DESIGNATION:** Assistant Team Manager

**ACCOUNTABLE TO:** Team Manager

**ACCOUNTABLE FOR:** Community Facilitator Level 1 & 2 (6)

#### **Purpose of Job**

The post holder will assist with the management of a service user focused community based Day Opportunities Team working with adult service users with physical disabilities, learning disabilities, mental health needs and with older people. They will ensure working practice reflects a non discriminatory approach and promotes dignity and respect in working with diverse groups of service users, carers and professionals.

They will support and monitor service and team performance to meet the changing needs and expectations of service users and meet standards set by the Directorate and other regulatory agencies.

#### **Main Duties**

1. To work collaboratively with the Team Manager, in-house and external colleagues, user and carer groups to provide a day opportunities service that responds effectively to service user needs.
2. To supervise Community Facilitators in accordance with Council People Management policy and procedures.
3. To work with the Management Team to ensure service delivery focuses on community integration and access to a range of leisure, volunteering, employment & educational opportunities across the borough for disabled adults.
4. To assist the Team Manager in achieving service outcomes, contractual requirements, standards, and service improvement projects.

5. To ensure that customers & carers actively contribute to the development of the service & individual programmes, advocating if required and ensuring records are updated accordingly.
6. To travel throughout Greenwich and the wider area as required in line with your job role and responsibility.
7. Participate in the delivery of the NVQ (or equivalent) programme, to ensure that quality standards are consistently met.
8. To assist in developing and maintaining specific links with Health, education, employment and leisure services and voluntary and independent sector organisations to develop and promote the day opportunities service.
9. To have responsibility for community outreach and making contacts within local communities in order to ensure that disabled people are included in existing and future services.
10. To be actively involved in the formulation and implementation of policies and standards relating to day opportunities, e.g. Safeguarding, Moving and Handling and Medication Management.
13. To undertake any other work appropriate to the level and general nature of the duties of the post.
14. To carry out all duties with due regard to the provisions of health and safety regulations and legislation, Data protection legislation, the Council's equal opportunities and customer care policies, and any local agreements

Special Requirements Although most work will be undertaken between Monday and Friday each week, some evening and occasional weekend support may be required depending on the needs of the service.