



**North
Northamptonshire
Council**

Job Title: DCO (Day Centre Officer – LIVE)

Band: 5

Overall purpose of the job

To plan and deliver learning, independence, volunteering and employment activities within LIVE and community settings to develop customer skills, wellbeing, personal and social development, promoting independence and opportunity.

Support the team leader to run an effective and safe service to ensure that customers can meet outcomes effectively and staff have clear expectations of meeting these standards by supervising, task setting, competency assessing and performance managing

Main accountabilities

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1.	Assess customer needs, skills, and aspirations to ensure that appropriate services are identified and provided to meet these needs. Carry out all necessary risk assessments related to activities to support health and safety standards for service users and staff.
2.	Develop, implement, and update individual vocational and development plans, record activities, and advise line manager of any incidents/issues of concern to ensure that customers receive support and opportunities that meet their needs. Act as key worker for designated customers.
3.	Plan, develop and deliver activities and opportunities for customers to help develop learning, independence, volunteering and employment (LIVE) skills.
4.	Supervise Community Enablement Workers to ensure that they have the knowledge, skills, training, and support required to carry out their roles effectively.
5.	Deputise in appropriate instances for the Team Leader to ensure the continuing efficient and effective delivery of the service.

6.	Provide all aspects of enabling support to customers in accordance with their individual vocational and development plans to ensure they receive the support that they require.
7.	Liaise with and provide support, information, and guidance to customers, families/carers, social care and health professionals, and all stakeholders regarding LIVE activities, services, opportunities, and customer needs to ensure that the service meets the needs of customers.
9	Ensure that travel arrangements are risk-assessed and in place in order that customers can travel independently or are supported with travel arrangements.
10.	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills, and experience

Minimum level of qualifications required for this job

GCSE level C	Maths / English	Essential
NVQ Level 3	Social care or equivalent	Essential

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Good Knowledge of learning and physical disabilities	To have previously worked with adults with a learning or physical disability	Essential
Understanding of legislation and legal responsibilities relating to the job role	Understand how legalisation and legal responsibilities impact on the day to day running and decision making for the service, such as MCA (Mental Capacity Act), DOLS (Deprivation of Liberty Safeguards) and the care act	Desirable
Understanding of safeguarding responsibilities.	To have had relevant training and be able to demonstrate an understanding of the safeguarding processes and recognising safeguarding concerns	Essential
Skills		
To have good organisational skills and be able to prioritise workloads effectively	To be able to show and make decisions on prioritising workloads based on urgent need.	Essential
Be able to confidently delegate.	To be able to give clear demonstrations of when they have been able to delegate projects, jobs appropriately and that any delegation has been done so to the appropriate level.	Desirable
Be able to communicate effectively with all relevant people.	Demonstrate good verbal, written and IT (Information Technology) skills when communicating with internal and external agencies, and to be able to demonstrate an ability to adapt communication needs to individuals.	Essential

Be able to use own initiative and make sound and confident decisions	To be able to demonstrate that they can work on their own and using all the relevant information available are able to make safe and reliable decisions.	Essential
Experience	Give an idea of the type and level of experience required do not specify years of experience.	
Experience and knowledge of working with people who have a learning or physical disability	To be able to provide evidence that they have worked or have experience of working with people who have a learning or physical disability.	Essential
Experience of assessing Customers Need and Implementing care plans to meet the standards set in the "Care Act 2004"	To demonstrate that they have worked in or have experience in writing support (vocational) plans that enhance the lives of the individuals we support and are able to set and meet outcomes.	Essential
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential
Safeguarding (<i>include for roles working with children/vulnerable adults</i>)	Demonstrate an understanding of the safe working practices that apply to this role.	Essential
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential