

Interim Day Care Officer

Job Description

Role: Interim Day Care Officer	Department: Day Service
Reports to: Day Care Manager	Salary: £27,622 per annum
Location: The Eric Liddell Community	Type of contract: Full Time - Due to internal temporary promotion this is a 12-month fixed contract with potential for extension.
Working hours and pattern: Monday to Friday – Normal hours of work will be 37.5 hours per week but flexible working by prior arrangement may be required to accommodate events out with day care hours.	

About The Eric Liddell Community

The Eric Liddell Community is a local care charity and community hub founded in 1980 in memory of the 1924 Olympic gold medallist, Eric Liddell.

Our vision is a community where no one feels lonely or isolated and we are on a mission to bring people together in their local community, to enhance their health and well-being. We are doing this by: providing a sector leading Dementia Day Service alongside a programme of community-based activities for people living with dementia; a programme of well-being activities, courses and classes for unpaid carers, developing our vibrant community hub, at the heart of Edinburgh and working to secure the legacy of Eric Liddell, via The Eric Liddell 100.

The Eric Liddell Community Day Service provides specialised, high-quality care for people with a diagnosis of dementia or cognitive impairment. The Day Service operates from Monday to Friday from the Florence Mackenzie Day Service Unit within The Eric Liddell Community. We provide up to 70 places per week.

This “Sector leading”, well established and trusted service is run by a manager, day service staff and a team of volunteers. The Service reports to our Caring Services Committee.

At the Day Service, a varied and stimulating programme of person-centred activities is on offer. By offering a wide and varied programme we strive to promote clients’ independence and mobility for as long as possible whilst continuing to live in the community.

The Eric Liddell Day Service is currently funded by Edinburgh Health and Social Care Partnership, other funders and voluntary donations.

About the Job

The Eric Liddell Community Day Service is registered with the Care Inspectorate to provide a care service for older people with dementia.

The Day Care Officer (DCO) is an integral part of The Eric Liddell Community Day Service team, contributing to the day-to-day operation, care provision and person-centred activities for people with a diagnosis of dementia or cognitive impairment within our service.

Requirements

This post is considered Regulated Work with Vulnerable Protected Adults, under the Disclosure (Scotland) Act 2025. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by The Eric Liddell Community.

Line Management

The DCO reports in the first instance to the Senior Day Care Officer (SDCO) and ultimately to the Day Care Manager (DCM).

Key Responsibilities and Accountabilities

Day Service

- To provide care within all three pillars of the Day Service (building-based, community outreach and digital support) in an enriching environment that promotes the outcomes of clients attending the day service by participating in daily person-centred activities.

Client Care

- To work with clients and their care partners as a keyworker and compile accurate digital individual care plans, care notes, risk assessments, etc
- To ensure that the Day Service team is informed about all matters relevant to clients.
- To participate in clients' internal care reviews and produce updated digital care plans and any other relevant documentation, incident reports and letters to families.

Professional relationships

- To work in a flexible manner within a team to develop positive relationships with clients, care partners, family members and other professionals to assist in maintaining clients' personal outcomes, skills, activities and relationships.
- To work alongside volunteers who are involved in the programme on a day-to-day basis.
- To attend regular staff meetings, training sessions and supervision, as required.

Client Transport

- To participate in ensuring that client transport is appropriately organised.
- Following established transport, moving and handling procedures, to collect and return clients to and from their homes by assisting them safely on and off transport.

Personal needs

- To assist with the administration of prescribed medication in line with policy and guidelines.
- To assist clients with their personal care needs.

Health and Safety

- To be aware of Health and Safety issues and work within Eric Liddell Community Health and Safety policies and procedures.
- To ensure the Day Service premises are safe for use through appropriate risk awareness.
- To ensure that all equipment is clean and safe to use.

Administration

- To be experienced in using a digital Care Planning package.

General

- To always maintain confidentiality.
- To maintain professional boundaries with clients, care partners and wider team.
- To work with clients in a person-centred manner to achieve personal outcomes in accordance with ELC values and ethos.

Key Outcomes

The Key Outcomes are based on the Health and Social Care Standards which include:

- Clients experience high-quality care and support that is right for them.
- Clients are fully involved in all decisions about their care and support.
- Clients have confidence in the people who support and care for them.
- Clients have confidence in the organisation providing their care and support.
- Clients experience a high-quality environment.

Required Knowledge, Skills and Experience

Essential

- Membership of the Protection of Vulnerable Groups (PVG) Scheme
- Social Care/Care qualification SVQ level 2 or 3 in Health and Social Care (or equivalent).
- A warm, friendly, outgoing personality
- Able to communicate well at all levels
- Good organisational skills
- Experience of working in a flexible manner
- Experience of using a digital Care Planning package
- Experience in care planning and key worker role

Desirable

- Working with volunteers
- Experience of working with people living with dementia
- Experience of participating in and leading a wide range of person-centred activities

Terms and Conditions

The Key Responsibilities, Required Knowledge Skills and Experience reflect the requirements of the job at the time of issue. The Eric Liddell Community reserves the right to amend these with appropriate consultation and/or request of the post-holder to undertake activities believed to be reasonable within the scope of the job or abilities.

Salary: £27,622 per annum

Working Hours: 37.5 hours per week but flexible working by prior arrangement may be required to accommodate events out with Day Care hours. A time off in lieu arrangement on an hour for hour basis will be negotiated at the time.

Monday	8.30am – 4.00pm
Tuesday	8.30am – 4.30pm
Wednesday	8.30am – 3.30pm
Thursday	8.30am – 4.30pm
Friday	8.30am – 3.30pm

Annual leave entitlement: 6 weeks, inclusive of public holidays. The charity is closed during the Christmas and New Year period, and Easter Monday.

Notice period: 1 month

Probation period: 3 months

Other benefits:

Company contributory pension scheme

Occupational sick pay

Death in service cover

40% off food at our Community Hub Café, Café Connect

Edinburgh Leisure Community Access Programme Card – classes, gym, pool etc. membership

Flexible TOIL approach

Free PVG Certificate subject to receipt of successful application