

Job role information for Managers in Adult Day Care Services

This information is designed to support applicants to the Scottish Social Services (SSSC) Register who are working in adult day care services. The practices described below will vary depending on the individual applicant's job role, as determined by their employer. The information provided is intended to be used as a guide to assist employers when deciding which function category applies to any particular employee.

Managers in adult day care services

Managers in adult day care services are workers who hold responsibilities for the overall management, development and quality assurance of care and support provided in an adult day care service. This includes the supervision of staff and the management of resources.

A manager in an adult day service is likely to:

- be registered with the Care Inspectorate as manager of the service
- be responsible for meeting regulatory requirements, including planning for inspections, evidence gathering, identification of gaps and taking action to meet requirements
- be responsible for leading the planning process for care or support plans
- lead and maintain effective communication systems and practice
- be responsible for the continuing professional development of yourself and others through staff development and performance development review systems
- establish your own understanding and that of others about safeguarding and what action to take in cases of actual or potential harm or abuse
- have overall responsibility for health and safety in the adult day care service that you manage
- be the first point of contact for complaint handling
- hold overall responsibility for budgets and oversee management and deployment of staff and resources for the service that you manage
- have overall responsibility for completing quality assurance processes for the service that you manage e.g. Care Inspectorate Annual Returns
- manage multi-agency working arrangements

If you are a manager you may also:

- have overall responsibility for managing and developing workers within the service e.g. through providing or managing the provision of supervision, performance reviews
- lead and manage provision of the service e.g. implement systems, procedures and practice to support people who use the service, implement and review systems, procedures and practice to support this provision
- lead practice to reduce and prevent the risk of danger, harm and abuse e.g. lead shared evaluation of plans, systems and practices to help individuals manage, reduce and prevent the risk of danger, harm and abuse within the service
- develop joint working agreements and practices to deliver health and social care services
- lead and manage provision of care services that promotes the wellbeing of people
- monitor and manage the quality of the provision of your service
- contribute to the development of organisational policy and practice
- comply with legal, regulatory, ethical and social requirements
- lead practice that promotes the rights, responsibilities, equality and diversity of individuals.