Age UK Dudley

Job Description

Job title: ‘Stepping Out’ Foot Care Assistant (P/T 21hpw)

Responsible to: ‘Stepping Out’ Foot Care Project Co-ordinator

Responsible for: Foot-Care volunteers

Job Purpose: To assist in the smooth running of the ‘Stepping Out’ project in delivering an effective, accessible foot care service to eligible clients.

Location: Age UK Dudley Stepping Out Footcare Clinic, Mill Street, Brierley Hill.

Hours: 21 hours per week, 7 hours daily with an additional 30 minutes unpaid lunch break. However, some flexibility and weekend and evening work may be required

Salary: ACD Scale 2.4 (3 year fixed term contract)

Main duties and responsibilities:

• To organise and support foot care volunteers in their role in clinic.
• Assist in the direct delivery of the service i.e. provide basic foot care.
• Ensure that clinics are fully equipped and supplies are maintained.
• To maintain an effective appointment and re-appointment system.
• To collect and keep safe monies at the end of each day.
• Liaise with other AUKD staff and maintain good working relationships
• Signpost clients to other AUKD services
• Promote volunteering on the scheme.
• Adhere to Age UK Dudley’s policies and implement them within the delivery of the service including: Confidentiality, Equal Opportunities, Health and Safety and Media.
• Any other duties compatible to the post.

Confidentiality clause: Because of the nature of the organisation’s work the Board of Trustees consider that clients are entitled to demand conduct of the highest standards from employees. All information about clients, staff and volunteers to which an employee has access must be treated with the strictest of confidence. Failure to comply will result in disciplinary action being taken.
Special requirements: The postholder must be prepared to undertake an Enhanced Disclosure and Barring Service clearance.

Personnel Specification

The postholder will have:
1. Experience of or an interest in providing foot care
2. Preferably some experience of supporting and working with volunteers.
3. The ability to take ownership of tasks, display initiative and problem solving skills.
4. An understanding of the needs of older people and some experience of working with older people gained from either paid, voluntary or personal experience.
5. Excellent communication skills, be articulate and be able to deal with face to face communication and correspondence at all levels.
6. Organisational skills and the ability to keep accurate records.
7. A willingness to work flexibly as the job demands and to undertake further training as necessary.

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