

JOB DESCRIPTION

JOB TITLE: Dementia Activity Worker

JOB PURPOSE: To provide services for older people living with dementia, ensuring they have a safe, healthy, enjoyable and stimulating experience.

ACCOUNTABLE TO: Services Manager

HOURS: **Part time** – 25 hours per week

MAIN DUTIES

1. To provide a warm, safe, friendly and enjoyable environment for older people using our dementia services
2. To ensure services are person centred and delivered in an enabling and empowering way, taking into account the needs, preferences and interests of each individual
3. To plan, prepare and deliver a programme of interactive activities for service users, some of which will follow Maintenance Cognitive Stimulation Therapy Guidelines, designed to maintain, and where possible develop, functionality and cognitive skills, physical and mental health and wellbeing
4. To facilitate group activities, as above and including via zoom or other digital platforms
5. To ensure the dignity and privacy of service users is upheld at all times
6. To establish and maintain effective communication with service users and their carers, and to provide up to date and timely feedback to carers, colleagues and managers.
7. To communicate effectively and maintain excellent relationships with volunteers, valuing their contribution and identifying any volunteer training needs.
8. To be aware of and maintain excellent health and safety standards and to assist with their monitoring, review and continuous improvement.
9. To assist in the preparation of meals and snacks adhering to safe food hygiene procedures and keep associated records.
10. To set tables, serve meals, tidy and clear away and assist/support service users at meal times.
11. To take part in maintaining records, reviewing and reporting of the service, to managers, trustees and funders as required.
12. To assist with the promotion and marketing of Age UK Cheshire East's services.

13. To participate in fundraising opportunities
14. To act at all times in accordance with the policies and procedures of Age UK Cheshire East.
15. Attend meetings and training as deemed appropriate by the organisation
16. Such other duties which may be required which are consistent with the duties and responsibilities of the post.

This job description will be reviewed from time to time and may be updated depending on the changing needs of the service.

Updated: Feb 2022

PERSON SPECIFICATION - Dementia Activity Worker

Experience – please note you must have at least two of the desirables listed in this section	Essential/ Desirable
Experience of planning, designing and delivering activities to individuals and/or groups of adults	D
Experience of delivering activities via zoom or other digital platforms	D
Experience of delivering care such as preparing and assisting with eating meals, assistance in communicating and carrying out activities	D
Experience of working with people living with dementia	D
Experience of working with older people	D
Experience of working with volunteers	D
Experience of working within Health and Safety guidelines and procedures	E
Skills and Knowledge	
Excellent aural communication skills with people at all levels eg service users, carers, co workers and managers	E
Good written communication skills – can write reports and maintain accurate records	E
A good understanding of how to maintain dignity and respect for an individual in a group setting where care is offered	E
Some knowledge of the needs of people with dementia	E
A person-centred approach, and can deal with people sensitively and empathetically, promoting independence and empowerment	E
Skilled at putting people at their ease, so they can relax and enjoy themselves	
Group facilitation skills	D
Knowledge of what Mental Capacity is and of the Mental Health Act	D
Abilities	
Ability to work independently and as part of a team	E
Ability to motivate self and others	E
Ability to organise self and work load	E
Ability to undertake training, and then put into practice the learning	E