

**ROLE DESCRIPTION**

## Day Care Assistant

**Purpose of role:**

To volunteer regularly to support older people in our friendly day centre, which

provides socialisation and encourages independence

**Tasks:**

* Greeting and accompanying members on arrival and when leaving the centre
* Help with coats and being seated
* Help with organised activities and games, encouraging and supporting members to participate
* Listening to and talking with service users, helping to promote a spirit of friendship within day care
* Encouraging social interaction, especially for those who are new to the centre or who find it difficult to join in
* Assist in the preparation of hot drinks and a snack
* Assist with the serving of lunch
* Complete other assigned tasks as agreed with the centre manager

**Requirements:**

* Friendly and adaptable
* Able to communicate clearly and effectively
* Empathy, patience and good listening skills
* Enjoyment of the company of older people
* Willing to work with a diverse group of older people
* To comply with all health & safety requirements and organisational standards
* To undertake any training considered essential and/or beneficial to the post
* Report problems and concerns to the day centre manager
* Commitment to the policies of Age UK Barnsley, particularly those relating to Equal Opportunities and Confidentiality
* A Disclosure & Barring Check may be required prior to undertaking this role.

**Hours of Work: Monday 9.00am – 2.30pm**

**Responsible to:** Day Care Manager

**Training:** People Moving People, additional training is

dependent upon the role

**Location:** Queens Road Resource Centre, Barnsley