



Job Description
Casual Day Centre Assistant Organiser

Job title	Casual Day Centre Assistant Organiser
Salary	£8.71 per hour
Contract	Casual
Possible locations	Central Bath Midsomer Norton Keynsham

A. Main Purpose of the Job

To be responsible for assisting the Day Centre Organiser in the following:

- the day-to-day operation of the Day Centre
- providing an environment where the clients experience a day of social, mental and physical stimulation appropriate to their needs and wishes

B. Key Tasks:

1. Assisting with the running of the Day Centre

- Work to the operating instructions set out in the Age UK Bath & North East Somerset Day Centre Handbook
- Duties to include:
 - provide activities, outings, talks for service users together with the Day Centres Organiser
 - assisting with the supervision of volunteers;
 - ensuring compliance with health and safety regulations in the Day Centre
 - liaison with family, carers and statutory services as appropriate;
 - maintain service user records and ensure completion of administration procedures including banking
 - in liaison with Transport Co-ordinator & Day Centres Organiser, ensure sufficient & appropriate transport is available for service users

2. Staff & Volunteer Supervision

- Ensuring compliance with the organisation's lone working, equal opportunities, health & safety and safeguarding vulnerable adults' policies and procedures.

3. Working with other Age UK Staff

- Liaise with other Age UK staff in relation to service user needs, and to develop awareness of all services available.



4. **Service Development**

- Work with the Day Centre Organiser to develop the Centre.

5. **Monitoring:**

- Maintain client records.

General:

Maintain own professional expertise, including attending training as necessary

It is in the nature of the work that tasks and responsibilities are in many circumstances unpredictable and varied. All employees are therefore expected to work in a flexible way and if necessary to take on tasks which are not detailed in their job description.

The above items outline the main duties and responsibilities of the post, and are designed to give an accurate flavour of the nature and scope of this post. However, they do not represent an inclusive list of all the duties required.

Equal Opportunities: The postholder will be expected to adhere to the organisation's Equal Opportunities Policy in all aspects of their work.

Confidentiality: The postholder will be expected to adhere to the organisation's Confidentiality Policy at all times.

Health & Safety at Work: The postholder will be required to abide by the organisation's Health & Safety Policy and the requirements of the Health and Safety at Work Act.

Disclosure & Barring Service Check: Confirmation of appointment to this post will be subject to a satisfactory DBS check

Person Specification: See attached

**Person Specification
Casual Day Centre Assistant Organiser**

Criteria	Essential	Desirable
Education & Training	Good standard of education	Qualifications at higher education level or equivalent A qualification in Social Care would be an advantage First Aid Manual Handling Safeguarding Vulnerable Adults
Experience	Working directly with older people Providing services for older people Working with a person-centred approach Knowledge and understanding of Health & Safety issues and of risk assessment	Devising and implementing appropriate activity programmes for older people Staff and/or volunteer supervision
Skills	Ability to develop positive relationships with a variety of people including service users, family/carers, and professionals, and to deal sympathetically and sensitively with a wide range of people An interest in, and awareness of, the needs of older people Enthusiasm and confidence Strong communication skills Nurate	Motivation skills Experience of meal planning and preparation.