



## JOB DESCRIPTION

<b>Job Title:</b>	Care Assistant (Bank)
<b>Responsible to:</b>	Day Opportunities Manager
<b>Location:</b>	Age UK Bexley Sidcup Day Centres at Sidcup, Belvedere and Crayford (dementia, conventional and enhanced day care).
<b>Salary:</b>	<b>£14.80 per hour</b>
<b>Annual leave:</b>	25 days paid holiday per annum, plus bank holidays on a pro-rata basis

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### **Job Purpose**

Age UK Bexley provides day care in a conventional setting and also a more enhanced setting. You will be assisting with providing a welcoming and stimulating day care service for older people in Bexley across the three services at our Sidcup, Belvedere and Crayford Centres. The provision will consist of providing personal care, assisting and/or administering medication, serving refreshments and assisting clients to participate in all activities provided.

### **Main Duties and Responsibilities**

#### **A Work with Clients**

- To be responsible for the wellbeing, care and regular monitoring of clients attending the day centre
- Be acutely aware of the organization's safeguarding adults procedures, act upon concerns and understand the route of accountability.
- To undertake any personal care for clients that may be necessary, for example:
  - Assisting clients to move around within the centre and transfer to and from wheelchairs using equipment such as 'cricket' aid or hoist as necessary
  - Assistance with cutting up food/feeding
  - Assisting clients with toileting/showering
  - Assisting with giving medication following strict protocols

- Developing care plans and reviewing protocols
- Organizing activities under our programme of Maintenance Cognitive Stimulation Therapy and encouraging and motivating clients to take part
- Assist with meals and refreshments
- To take action in an emergency, including notifying emergency services when required, administering first aid, assisting with the evacuation of the building in case of fire or other danger

**B. Team working**

- To attend staff/team meetings as necessary.
- To attend regular supervision sessions with Day Opportunities Manager

**C. Training**

- Undertake e-learning training following our set training programme
- Undertake specialist training such as moving and handling and safe administration of medication
- Review own training and identify future training needs

**D. Volunteers**

- To work closely with volunteers to assist them in their work.
- To provide support as necessary.

**F Other**

- Provide lifts in own car for clients to and from the Centre if required.
- Work to the policies and procedures detailed in the Day Care Manual
- Attend training as appropriate and in line with relevant legislation
- Actively implement the aims, principles and equalities policies of Age UK Bexley
- Comply at all times with the policies and procedures of Age UK Bexley
- Abide by health and safety guidelines and share responsibly for the safety of others and self
- Carry out any other relevant tasks as required to ensure the effective development of the organization and the delivery of its services.

This job description is subject to reasonable review in the light of changing service provision

The post requires a DBS check at an enhanced Level

## Person Specification

Training, skills and abilities
<p><u>Essential</u></p> <p>Health and Social Care Certificate</p> <p>Understanding of Safer Administration of Medicines</p> <p>Sound knowledge of Safeguarding Adults at Risk</p> <p>Experience of working in a social care setting and knowledge of good care principles</p> <p>An understanding of person-centered care</p> <p>Knowledge of developing good quality care plans and subsequent reviews</p> <p>An understanding of the importance of good record keeping.</p> <p>Able to work as part of a team to deliver good quality care</p> <p>Good communication skills</p> <p>Self-motivated</p> <p><u>Desirable</u></p> <p>NVQ 2 or Level 2 Diploma in Health and Social Care</p> <p>Driving licence and use of own transport</p>