## Description: \\acb.local\dfs\home\averil.mael\My Documents\My Pictures\logo\age uk bexley.JPGVolunteer Role Outlines

 **and Person Specification**

DAY CENTRE

Role Purpose

Age UK Bexley has a day centre for frail, housebound, older people in Sidcup and an additional centre for people with more enhanced needs. Day Centre volunteers assist the staff to ensure that clients are comfortable during their visit and assist with activities and at meal times.

Main duties and Responsibilities

Main Duties:

* to help older people maintain their dignity and independence by assisting in a community based day centre

Responsibilities:

* to establish, maintain and develop relationships with clients within the Day Centre
* to greet clients when they arrive, take coats and help to settle in the Day Centre lounge, help with laying the tables for lunch, making and serving refreshments and help the staff throughout the day
* to adhere to the policies and practices of Age UK Bexley relating to health and safety

Knowledge, skills and abilities:

* A willingness and ability to participate in mandatory training sessions as and when required
* A genuine interest and concern for older people
* A willingness and ability to work as part of a team

Person Specification:

* empathy with older people
* a reasonable level of fitness
* reliability and trustworthiness
* an interest in assisting with activities for older people

Hours of Work: Full day session

Responsible to: Day Centre Manager

**Age UK Bexley volunteers work with frail older people and therefore will be subject to a check from the Disclosure & Barring Service under the Protection of Vulnerable Adults policy.**