

Age UK Bournemouth Poole & East Dorset Job Description

POST TITLE:	Dementia Service Facilitator
SALARY:	£12.89 per hour
HOURS:	6hrs per week
DAYS OF WORK:	Mondays 13.00-16.00 & Wednesdays 13.00 – 16.00
RESPONSIBLE TO:	Dementia Services Manager, Director of Services, Chief Executive and Trustees of Age UK Bournemouth, Poole & East Dorset
PURPOSE:	To facilitate group activities for people living with dementia or cognitive issues.

Main Tasks

1. To be responsible for running activity sessions assigned to you.
2. To ensure the smooth and effective running of those groups
3. To be responsible for volunteers assisting with the groups
4. To work with the Dementia assistants to provide a themed sessions of activities
5. To be responsible with an assistant for setting up of venues prior to clients attending and clearing away at the end of each session
6. To work with the assistant to complete relevant monitoring forms and return these to the coordinator at the end of the 14 week period
7. To report any safeguarding concerns to the safeguarding leads of Age UK Bournemouth, Poole, and East Dorset.
8. To contact clients who don't attend sessions
9. To be responsible for the health and safety of clients attending
10. To report any health and safety concerns to the service manager
11. To complete relevant paperwork if a client injury themselves whilst attending the groups (accident book etc)
12. Maintain a weekly client register and return this to the coordinator at the end of each month
13. To assist with refreshments
14. To ensure that all venues are left tidy and locked at the end of each session if appropriate
15. Manage the physical resources and equipment required for your sessions.
16. Liaise with the service manager regarding training needs including those of the volunteers
17. Attend meetings where necessary
19. Ensure service delivery is in line with relevant quality standards.

The job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post holder) subject to the needs of the organisation, and in keeping with the general profile of the post.

Person Specification

Facilitators

	Essential	Desirable	Evidenced by
Previous experience of working with older people	x		Application/interview/references
Previous experience of working with older people with dementia		x	
Previous experience of facilitating group activity		x	Application/interview/references
Previous experience of managing volunteers		x	
Excellent oral and communication skills	x		Application/interview/references
Good computer skills/ email/internet etc	x		Application/interview/references
Ability to work alone or as part of a team	x		Application/interview/references
Ability to show empathy with older people and to adapt communication to the needs of the client	x		Application/interview/references
Ability to keep clear and concise written records	x		Application/interview/references
Flexibility	x		Application/interview/references
Good time keeping	x		Application/interview/references
Reliable & honest	x		Application/interview/references
Ability to keep confidentiality	x		Application/interview/references
Willingness to undertake training/train as a specialist advisor	x		Application/interview/references
Understanding the needs of older people		x	Application/interview/references
Car Driver	x	x	Application/interview/references
Use of a computer	x		Application/interview/references
	x		Application/interview/references