

AGE UK BOURNEMOUTH, POOLE & EAST DORSET

JOB DESCRIPTION

POST TITLE:	Foot Care Assistant (Poole)
SALARY:	£7188 pa (actual)
HOURS:	14 hours per week
RESPONSIBLE TO:	Foot Care Manager, Chief Executive and ultimately Trustees of Age UK Bournemouth, Poole & East Dorset
JOB PURPOSE:	To provide simple Toenail cutting in clients own homes across Poole

MAIN TASKS

1. To provide simple toenail cutting in clients own homes in the Poole Area
2. To book all appointments
3. To collect appropriate fees from clients
4. To ensure that we are working within all Care Qualities Commission regulations
5. To complete all necessary assessment forms/ risk assessment etc
6. To undertake banking of monies and complete banking forms and return to the office.
7. To ensure that all equipment is cleaned within our guidelines.
8. To wear all appropriate PPE as instructed by the organisation.
9. To undertake all necessary training- infection control, basic toenail cutting, safeguarding etc.
10. To liaise with the FC team leader, Office Manager with regards to stock levels/ equipment
11. To undertake weekly Covid tests as instructed by the employer.
12. To work within our strict Covid secure guidelines
13. Update and maintain manual records.
14. To undertake all necessary training.
15. To adhere to all Age UK Bournemouth, Poole and East Dorset policies and procedures.
16. To undertake any other reasonable duties as requested by your Line Manager, Senior Managers, Chief Executive or Trustees.
17. To ensure that you have appropriate business use insurance and the use of a vehicle as this is critical to this post.