

# **Age UK Bournemouth, Poole & East Dorset**

## **Job Description**

<b>POST TITLE:</b>	Foot Care Practitioner
<b>SALARY SCALE:</b>	<b>£23000 FTE £8702 Actual</b>
<b>HOURS:</b>	14 hours per week
<b>RESPONSIBLE TO:</b>	Chief Executive and Executive Committee of Age UK Bournemouth, Poole & East Dorset
<b>BASED:</b>	22-24 Victoria Road Ferndown BH22 6HU
<b>PURPOSE</b>	To provide treatments such as hard skin removal, corn & callous removal, toenail cutting, in growing toenails and general advice on good foot hygiene

### **Main Tasks**

- 1) To provide a high-quality Foot Care Service in a clinic setting
- 2) To undertake assessment of all new clients
- 3) Ensure relevant documentation is completed and kept up to date
- 4) Undertaking banking of monies received from clients
- 5) To recognize when treatment needs to be escalated to a chiropodist or health clinician
- 6) Prepare the clinical area for use, ensuring that infection control processes are adhered to
- 7) Ensuring all tools and equipment are sterilised using the autoclave provided
- 8) Provide general advice on good foot hygiene
- 9) Comply with all Age UK Bournemouth, Poole, and East Dorset policies and in particular Health & Safety, Infection Control and Safeguarding
- 10) To ensure high quality of Services
- 11) To attend meetings as necessary
- 12) To undertake any other duties as instructed by your line manager

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.

You will be expected to handle all aspects of patient care appropriate to a FHP, have the relevant qualification and have your own FHP insurance is essential criteria for this post