

**Job Description and Person Specification**

**Job title:** Sitter (Carer Respite Service)

**Hours of Work:** Monday – Friday, 9am-5pm

**Salary:** £10.85 per hour

**Responsible to:** Sitting Service Coordinator

**Job purpose:** The aim of the service provides respite services for carers and focuses on providing companionship and practical assistance to those they care for. We support carers to maintain their caring roles, increase carers’ resilience and help to avoid crisis. The service assists with appropriate domestic and daily living tasks such. Staff will be required to remain in the clients home whilst on shift. PPE and PPE related training are provided for sitters, including but not limited to: gloves, masks, aprons and hand sanitizer.

### Key work areas and tasks:

1. To work with those carers and those cared for on a regular basis, complete visit logs.
2. To build a relationship with the carer and cared for.
3. To sit with the client, helping the client with appropriated domestic daily living tasks which could include:
   * Medication prompting and assisting, (not administering)
   * Food prompting and meal preparation
   * Providing companionship through conversation
   * Reading, watching TV and playing board games
   * Guiding with the help of an arm around the home

Our carer respite service runs Monday-Friday, 9am-5pm, care is provided at a no fixed basis. We are an accompanying service, to observe, provide reassurance and companionship (also known as sitting). This allow carers to complete their own tasks, whether inside or outside of the home, for example, going shopping, attending hospital appointments, visiting the hairdressers or going to the gym etc.

1. Build a strong relationship with the carer and cared for.
2. Have a strong working relationship with the Sitting Service Coordinator, to report any issues or emergencies.
3. In the event of the carer running late, to stay at the property with the cared for until the carer arrives back at the property.
4. In the case of emergency to contact the office during office hours and at other times to call the out of hours, contact number.
5. To attend future clients property alongside the sitting coordinator to carry out a basic risk assessment (form provided) of potential risks and hazards present in the home environment, and to make appropriate and competent decisions to mitigate any risk/s identified to keep yourself and the client safe.
6. In the event of a medical emergency to call the clients GP or if more serious, the emergency services as appropriate.
7. To record accurately and in a timely manner, information from the client onto the appropriate forms. And to drop/email the paperwork to the office the by the following week.
8. To ensure that all work reflects and supports Age UK Bromley & Greenwich’s commitment to equality and diversity.
9. To maintain collaborative working relationships with peer sitters the rest of the team and service providing advice for older people and the relevant target group.

### Other tasks and requirements

1. At all times to maintain the professional integrity and reputation of the Charity and represent their main interests in any dealings with other bodies, groups and individuals.
2. To attend monthly supervision meetings with the Sitting Service Coordinator
3. To keep up to date with relevant laws, policies and procedures, and participate in training and personal development activities (internal and external).
4. To undertake any other duties commensurate with the purpose and remit of the post.
5. To participate in team and staff meetings as and when required.
6. Ensure that Age UK Bromley & Greenwich’s policies and procedures are fully implemented.

This job description is intended as a summary of the main elements of the Sitter (Carer Respite Service). They may be varied from time to time in consultation with the job holder without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

**Person specification**

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|  | **Essential/Desirable** |
| **Experience** |  |
| Experience of working with older people | Desirable |
| Experience of working in a care or similar environment delivering personal care tasks. | Desirable |
| Experience of working with people living with Dementia | Desirable |
| **Abilities and competencies** |  |
| An empathy with and understanding of the needs and dignity of vulnerable older people and of the contributions they can make to society | Essential |
| A compassionate nature, good communication skills | Essential |
| Ability to work on own initiative | Essential |
| Understanding of issues of confidentiality | Essential |
| Reliable and a good time keeper | Essential |
| Flexible and able to work with older people in an enabling supportive role | Essential |
| Ability to demonstrate an understanding and commitment to our values | Essential |
| Ability to remain calm | Essential |
| Warm and friendly personality with a non-judgemental attitude | Essential |
| To fully comply with Age UK Bromley & Greenwich’s policies and procedures | Essential |
| Committed to the principles of diversity | Essential |
| Understanding of potential risks and hazards in a home environment and ability to identify and manage any risks | Essential |
| Ability and commitment to provide a high quality service | Essential |
| Applicants must have the right to work in the EU as we are unable to provide sponsorship or assistance | Essential |
| Full driving license and use of own car | Desirable |
| IT literate with access at home to the internet | Desirable |

**Terms and Conditions**

**Salary:** £10:85 (09:00-17:00 – (with a minimum of two hours a shift)

**Pension:** All eligible employees are automatically enrolled into our scheme with The Pensions Trust; contributions are in line with the government’s minimum standards (currently 5% employees, 3% employers).

**Hours:** Role does not have set hours, looking for someone that has flexible hours across Monday-Friday, 9-5pm.

**Holidays:** 27 days per annum Pro rata

**Location:** The job is based in the homes of clients.

**Contract:** Flexible – Zero Hours Contract