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 **Job pack**

 **Sitter**

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April 2022

Dear Applicant

# Re: Sitter (Sitting Service)

# Thank you for your enquiry in response to our advertisement for the above position. I have pleasure in enclosing the following:

* Job description and Person Specification
* Background information about Age UK Bromley & Greenwich
* Application form
* Equal opportunities monitoring form

# I look forward to receiving your completed application form no later than (midday) Thursday 9th June 2022.

# Interviews will be held on week commencing 20th June 2022. Candidates shortlisted for an interview will be contacted by email and or telephone so please include an email address and mobile telephone number or any other telephone number where you can be reached.

# Thank you for your interest in this role.

# Yours sincerely

Mark Ellison
**Chief Executive**



**Job Description and Person Specification**

**Job title:** Sitter (Sitting Service).

**Hours of Work:** 07:00-17:00 (day shift) and overnight shifts available.

**Salary:** Day & Evening Shifts: £10.85 per hour
Night Shifts: £12.45 per hour

**Responsible to:** Sitting Service Coordinator.

**Job purpose:** To provide a service for older people in Bromley who have been recently discharged from hospital and identified by the hospital as requiring support and reassurance for a maximum of 24 hours on discharge. The aim of the service is to reduce the number of unnecessary readmissions to hospital, and to help the client regain their independence, by recuperation in their own home. Staff will be required to remain in the client’s home whilst on shift. This service is CQC regulated and includes provision of personal care. Clients are tested for Covid-29 during hospital admission and the service only accepts negative clients. 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 clients who have been identified by hospital staff as requiring extra support and reassurance on discharge from hospital.
2. To be available on the required shift pattern to offer personal care and support to the client in their home on discharge from hospital.
3. To sit with the client through the allotted shift pattern, helping the client with appropriated domestic daily living tasks which could include:
	* Personal care- washing and dressing
	* Medication prompting and assisting
	* 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
4. If on a night shift (21:00 – 07:00) to remain awake to attend to the client as necessary.
5. In the event of the next shift not arriving to remain at the property until emergency cover can be arranged.
6. In the case of emergency to contact the office during office hours and at other times to call the out of hours, contact number.
7. 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.
8. To report any concerns to your line manager as soon as is practically possible.
9. In the event of a medical emergency to call the clients GP or if more serious the emergency services as appropriate.
10. To record accurately and in a timely manner, information from the customer onto the appropriate forms and case management system. And to drop the paperwork to the office the by the following week.
11. To ensure that all work reflects and supports Age UK Bromley & Greenwich’s commitment to equality and diversity.
12. To maintain a 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 and the Care Quality Commission requirements are fully implemented

This job description is intended as a summary of the main elements of the Sitter (Sitting Service). They may be varied from time to time in consultation with the jobholder 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 |
| **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:** Day Shifts and Evening shift: £10:85 (07:00 - 17:00 or 17:00 – 21:00)

Night Shift: £12:40. (21:00 – 07:00)

With a retainer of 25% based on your agreed, shift and preference of shift expressed by the Sitter, and this could be 4 hours evening shift or 10 hours night or day shift. During that time, the Sitter will be on call and available, though a particular shift is not a guarantee - Refusal to accept work when on call will result on a review of the eligibility to claim the retainer.

**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 3% employees, 2% employers).

**Hours:** Negotiable, but must work at least two shifts per week

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

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

**Contract:** Flexible – Zero Hours Contract