Date as postmark

Dear Applicant

**Foot Care Practitioner**

Thank you for your interest in the above position. Please find enclosed: -

* Job Description
* Person Specification
* Basic Terms of Employment
* Equal Opportunities Monitoring Form
* Your Application and our Recruitment Process
* Application Form

Please read these papers carefully **before** you complete the application form, as short-listing will be based on the information you provide. Please **do not** submit a CV as a substitute for completing the application form.

We welcome applications from all sections of the community and have a Equality, Diversity & Inclusion Policy.

If you require the advert or application pack in any other format, please contact us.

As users of the disability confident scheme, we guarantee to consider all disabled applicants who meet the minimum criteria for vacancies.

Please return your completed application form to the address below**.**

Yours faithfully

C Rodmell

Carol Rodmell

**Quality Executive**

Enc.

**Age UK Calderdale & Kirklees**

**JOB DESCRIPTION**

**Post:** Foot Care Practitioner

**Hours:** Flexible Monday to Friday

Sessional - 1 session is equal to 3 hours

**Salary:** £10.51 per hour

**Location:**  Calderdale and Kirklees

……………………………..

**Organisational and general responsibilities**

Age UK Calderdale & Kirklees works in a variety of roles, many of which are based in differing geographical areas of our region.

In order that we can be most effective in the provision and delivery of services and projects to the older people of Calderdale & Kirklees you will need to work as part of a team. You will contribute to and share in the work of the Organisation while maintaining an awareness of the political and social environment in which we work.

You will be expected to develop good working relationships with other Age UK Calderdale & Kirklees staff and relevant external organisations, as appropriate to your role.

You will adhere to all roles and responsibilities in line with Age UK Calderdale & Kirklees’ policies and procedures and all legislative requirements. You will be expected to undertake any other activity requested by your Line Manager(s) that is appropriate to the experience and level of responsibility of the post holder, and to promote the work of Age UK Calderdale & Kirklees whenever possible.

As users of the disability confident scheme, we guarantee to consider all disabled applicants who meet the minimum criteria for vacancies.

If you require the advert or application pack in any other format, please contact us.

|  |  |
| --- | --- |
| **Brief Overview of the**  **Position:** | To provide a professional foot and nail care service in a variety of settings for older people and their carers.   * To provide a professional and quality basic nail clipping service * To provide basic foot and nail care advice * To maintain effective and efficient records for the service * To plan and organise own workload to ensure effective caseload management |
| **Main Duties and**  **Responsibilities:** | * To be responsible for carrying out duties in an effective and efficient manner in line with polices and procedures. * To undertake nail clipping duties and assessments in line with agreed procedures * Be flexible and adaptable to the needs of Age UK Calderdale & Kirklees * To manage own case load under the project's guidelines. * To be able to work independently and as an active team member on the foot care team and Age UK Calderdale & Kirklees. * To promote and publicise the service to users and their carers. * To be able to carry out routine administrative tasks, accessing and inputting data, maintaining records and retrieving information using the Age UK Calderdale & Kirklees database as appropriate. * To provide a signposting service, and access up to date information about services within their community that may be appropriate. * To promote volunteering opportunities in line with Age UK Calderdale & Kirklees policies and procedures |
| **Accountable to:** | * Work positively as part of Age UK Calderdale & Kirklees team of staff and volunteers. * Attend one to one reviews and team meetings. * Remain competent to carry out the job role by attending relevant mandatory and recommended training * Ensure older people are treated with respect and given every opportunity to exercise choice over the services they receive and feedback to the team leader on possible gaps in the service or areas for development * Ensure the service is delivered in a manner which is responsive to the needs of its clients |
| **Summary of Key**  **Attributes & Qualifications**  **for role:** | * Willingness to undertake training to extend skills and assist in the development of the role. * Experience of working with older people and a good understanding of the day to day issues they face * Organisational and communication skills * Team player |
| **Main KPI’s /**  **performance measured**  **against:** | * Performance against any contractual obligation and project targets and outcomes * Project/service development work * Contribution to team meetings * Regular and accurate data recording |
| **Generic Clauses:** | * To support the trading and fundraising activities of the charity liaising with the Fundraising Team. * To comply in all aspects with Age UK Calderdale & Kirklees policies, including Health and Safety, Equal Opportunities, Handling Money, Data Protection etc. * To participate and contribute generally to Age UK Calderdale & Kirklees activities, attending meetings, training courses etc as required. |
| **Flexibility Clauses:** | * The nature of this post will require flexibility to meet some urgent work needs as they arise. This may entail some occasional weekend or evening work. * This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post-holder) subject to the needs of the service and in keeping with the general profile of the post. |

***Foot Care Practitioner***

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **How Identified** |
| * Experience of supporting projects in either, health, education, social services or community and voluntary sector | **P** |  | Application and Interview |
| * Experience of working with older people or other vulnerable groups. | **P** |  | Application and Interview |
| * Awareness of the services available for older people and the ability to signpost to external partners as appropriate | **P** |  | Application and Interview |
| * Knowledge and experience in the use of Microsoft Office Applications, i.e. Microsoft Word and Excel | **P** |  | Application and Interview |
| * Knowledge and experience of booking appointments. |  | **P** | Application and Interview |
| * Knowledge and experience in domiciliary visits. |  | **P** | Application and Interview |
| * Experience of using in-house database/Charitylog system |  | **P** | Application and Interview |
| **Special Aptitudes** | | | |
| * Good written and verbal communication skills, with individuals and groups. | **P** |  | Application and Interview |
| * Good team working skills. | **P** |  | Application and Interview |
| * Ability to manage own workload. | **P** |  | Application and Interview |
| * Able to identify specific needs of clients. |  |  | Application and Interview |
| * Knowledge and experience in supporting people with foot and nail care. |  | **P** | Application and Interview |

**PTO**

|  |  |  |  |
| --- | --- | --- | --- |
| * Knowledge and understanding of the issues and services, which affect the health/wellbeing of older people and the wider community. | **P** |  | Application and Interview |
| **Qualifications:** | | | |
| * Have attained a professionally recognised manicure/pedicure or foot care specialist qualification e.g, Level 2 manicure and pedicure | **P** |  | Application and Interview |
| * A recognised qualification in IT such as ECDL or willingness to gaining this during the first 6 months in post. |  | **P** | Application and Interview |
| * A recognised qualification in massage or relaxation techniques. |  | **P** | Application and Interview |
| * Driving Licence and use of a car in working hours | **P** |  | Application and Interview |
| **Other Requirements** | | | |
| * Willingness to consent to an Enhanced Disclosure through DBS. | **P** |  | Application and Interview |