

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



Carol Rodmell  
**Quality Executive**

Enc

**Age UK Calderdale & Kirklees**

4-6 Square  
Woolshops  
Halifax  
HX1 1RJ

t 01422 252 040  
e [enquiry@ageukck.org.uk](mailto:enquiry@ageukck.org.uk)  
[www.ageuk.org.uk/calderdaleandkirklees](http://www.ageuk.org.uk/calderdaleandkirklees)

QualityHealth







**Age UK Calderdale & Kirklees  
Job Description**

<b>POST:</b>	Foot Care Practitioner
<b>SALARY:</b>	11.23 per hour
<b>HOURS:</b>	Part time. Service operates 9am to 5pm Monday to Friday
<b>LOCATION:</b>	Calderdale & Kirklees
<b>ACCOUNTABLE TO:</b>	Kerry Lee Horton
<b>RESPONSIBLE FOR:</b>	Providing a professional foot and nail care service in a variety of settings for older people and their carers.

**AGE UK PRINCIPLES:**

The most valuable asset to Age UK Calderdale & Kirklees are the people involved with the charity. Our approach to recruitment and selection of employees reflects the importance of people to us, the values and the organisation of the charity including:

- To be client centred.
- Deliver services with compassion.
- Value staff and volunteers.
- Be inclusive and embrace equality and diversity.
- Develop trust in our services.
- Everybody working together to achieve the same objectives.

As a Disability Confident Employer, we are committed to attracting and recruiting people with a disability. Through the Disability Confident scheme, we are challenging attitudes towards disability, increasing understanding of disability, removing barriers to disabled people and those with long term conditions so that all can reach their full potential and realise their aspiration.

**ORGANISATIONAL EXPECTATIONS:**

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.

#### **OUTLINE OF POST:**

- 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 TASKS:**

- To be responsible for carrying out duties in an effective and efficient manner in line with policies 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

## Age UK Calderdale & Kirklees

### Person Specification Foot Care Practitioner

<b>Education, Qualifications, Training</b>	<b>Essential</b>	<b>Desirable</b>
Experience of supporting projects in either, health, education, social services or community and voluntary sector	✓	
Experience of working with older people or other vulnerable groups.	✓	
Awareness of the services available for older people and the ability to signpost to external partners as appropriate	✓	
Knowledge and experience in the use of Microsoft Office Applications, i.e. Microsoft Word and Excel	✓	
Knowledge and experience of booking appointments.		✓
Knowledge and experience in domiciliary visits.		✓
Experience of using in-house database / Charitylog system		✓
Will have completed Level 1 Pedicure and obtained a certificate for Podiatry Assistant from the Royal College of Podiatry, <b>or</b> completed a Level 2 Beauty Therapy course.	✓	
A recognised qualification in IT such as ECDL or willingness to gaining this during the first 6 months in post.		✓
A recognised qualification in massage or relaxation techniques.		✓
Driving Licence and use of a car in working hours	✓	
<b>Special Aptitudes</b>		
Good written and verbal communication skills, with individuals and groups.	✓	
Good team working skills .	✓	
Ability to manage own workload.	✓	
Able to identify specific needs of clients		✓
Knowledge and experience in supporting people with foot and nail care.		✓
Knowledge and understanding of the issues and services, which affect the health/wellbeing of older people and the wider community	✓	
<b>Other Requirements</b>		
Willingness to consent to an Enhanced Disclosure through DBS	✓	