

## **JOB DESCRIPTION**

**JOB TITLE:** Activity Support Worker

**JOB PURPOSE:** Support day sessions for older people living with dementia & encourage service users to interact in activities to ensure they have an enjoyable and stimulating experience.

**ACCOUNTABLE TO:** Team Co-ordinator

**SALARY:** £15,645

### **MAIN DUTIES**

1. To work with the Team Co-ordinator to provide a warm, safe, friendly environment for older people in our New Horizons Club (Dementia Day Support Service) who have mild to moderate forms of dementia and who have been assessed as requiring day support
2. To work with the Team Co-ordinator to deliver a programme of interactive activities and outings for service users.
3. To ensure user involvement, promoting mental and physical activity of service users through talking to them, taking them out, sharing with them in activities as set out in the rolling programme, observing and respecting the service user's dignity, privacy and independence as far as possible.
4. To use own car to transport service users to and from the centre as requested
5. To establish and maintain effective communication with service users and their carers and to provide feedback to the Team Leader.
6. To communicate effectively and maintain excellent relationships with volunteers at each session. Identify any volunteer training needs providing feedback to the Team Leader.
7. To be aware of health and safety issues and in liaison with the Team Leader assist with the monitoring, reviewing and implementation during day support sessions.
8. To assist in the preparation of meals and snacks adhering to safe food hygiene procedures and keep associated records.
9. To set tables, serve meals, tidy and clear away and assist/support service users at meal times.
10. To assist with the promotion and marketing of Age UK Cheshire East's services.

11. To participate in fundraising opportunities
12. To act at all times in accordance with the policies and procedures of Age UK Cheshire East.
13. Attend meetings and training as deemed appropriate by the Team Leader
14. Such other duties which may be required which are consistent with the duties and responsibilities of the post.

The postholder will be expected to work a 36  $\frac{1}{4}$  hour week and normal hours will be 8.45am to 5pm, with two 15 minute breaks and  $\frac{1}{2}$  hour for lunch. Some flexibility in the working hours may be required.

The post holder will be based at the New Horizons Centre in Macclesfield but may also be required to work in other venues throughout the area.

The annual leave entitlement will be 26 working days and 8 Bank Holidays. Part time workers' entitlement is calculated on a strict pro-rata basis. New employees will be entitled to holiday pro-rata to the full year.

Procedures for booking annual leave and the Charity's rules as to the notice to be given and the amount of holiday that can be taken at any one time can be ascertained from the Contract of Employment.

In order to ensure operational continuity it is the Charity's policy that 25% of annual leave entitlement must be booked within the first three months of the annual leave year, 50% of annual leave entitlement must be booked within six months and 75% of annual entitlement must be booked within nine months

This job description will be reviewed from time to time and may be updated depending on the changing needs of the service.

Updated: July 2019

## ACTIVITY SUPPORT WORKER

### PERSON SPECIFICATION

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Hold a current, clean and valid driving licence.	Access to a five door car
Have access to a car that is insured for business use	D1 unrestricted or a PCV licence or D1 restricted (car licence obtained prior to 01/11/1997) & willingness to drive our 9 seater minibus
Experience of working with people living with dementia and an understanding of their needs	Competent to undertake daily and weekly vehicle checks and carry out basic maintenance
High level of non-judgemental communication skills	Knowledge of the geographical area of Cheshire East
Experience of delivering a range of stimulating activities	Knowledge of Health & Safety
Pleasant, approachable personality	Knowledge of the Mental Capacity Act
A person centred approach, with an ability to deal with people sensitively	Understanding the needs of carers
Ability to motivate self and others	Food Hygiene trained
Willing to work as part of a team and flexibly	Experience of working with volunteers
Willing to take a hands on approach	
Ability to maintain accurate records	
Excellent organisational skills	
Ability to prioritise and manage own workload	

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