

JOB DESCRIPTION

Job Title: Dementia Day Support Team Co-Ordinator

Job Purpose: To co-ordinate the Dementia Day Support Service

Accountable to: Services Manager

Responsible for: Activity Support Workers & Volunteers

Salary: £18,000 p/a

The Team Co-Ordinator will be responsible for the day-to-day co-ordination of the support sessions along with supporting volunteers and managing the other staff within the service.

Main Duties

1. To work with the Activity Support Workers and volunteers to provide a warm, safe and friendly environment for older people who have memory problems, coordinating day support sessions and activities to ensure users have an enjoyable and stimulating experience;
2. To manage and develop the other staff of the day support service;
3. Utilising all senses of touch, sight, smell, taste and hearing, develop, maintain and lead delivery of a rolling programme of stimulating activities and social events, maintaining a suitable stock level of all equipment needed;
4. To enable service user involvement and promote mental health and physical activity through talking to them, taking them out, sharing with them in activities as set out in the rolling programme, respecting the service users' dignity, privacy and independence as far as is practical;
5. To establish and maintain effective communication with service users and their carers and to provide feedback to the Services Manager;

6. To establish and maintain excellent relationships with volunteers and with other staff of the day support service;
7. To assist in the preparation of meals and snacks adhering to safe food hygiene procedures and keep associated records;
8. To set tables/trays, serve meals, tidy and clear away and assist/support service users at meal times;
9. Prompt medication as required in accordance with established guidelines, procedures and instructions.
10. Act as first point of contact for first aid
11. Using your own car provide transport as and when required
12. To escort service users on the minibus as required and be willing to volunteer to the drive the minibus;
13. To assist with the promotion and marketing of Age UK Cheshire East's services.
14. To participate in fundraising and trading opportunities;
15. To be aware of health and safety issues and in liaison with the Services Manager assist with the monitoring, reviewing and implementation during Day Support sessions.
16. To act at all times in accordance with the policies and procedures of Age UK Cheshire East.
17. Attend meetings and training as deemed appropriate by the Services Manager

18. 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 36¼ hour week and normal hours will be 8.45am to 5pm, with half hour for lunch and 2 x 15 minute breaks. Some flexibility in the working hours may be required and it may be necessary to attend evening meetings from time to time.

The postholder will be based at the New Horizon Centre in Macclesfield, but the nature of the job will require travel throughout Cheshire East.

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.

March 2020

DEMENTIA DAY SUPPORT SERVICE CO-ORDINATOR

PERSON SPECIFICATION

ESSENTIAL

Hold a current, clean and valid driving licence.

Be insured for business use

High level of non-judgemental communication skills

Understanding the needs of older people living with dementia

Experience of working with people with dementia

Understanding the needs of carers

Experience of co-ordinating service delivery

Experience of developing a range of stimulating activities

ICT Skills & competency

Ability to maintain accurate records

Excellent organisation skills

Ability to set and manage priorities

A person centred approach

Ability to motivate self and others

Willing to work as part of a team

DESIRABLE

Knowledge of the geographical area of Cheshire East

Knowledge of Health & Safety

Knowledge of the Mental Capacity Act

Experience of supervising staff or volunteers

Experience of inter-agency working

Experience of delivering training

Experience of managing activities to meet targets and contractual requirements

Food Hygiene trained

Experience of working with volunteers
GCSE (or equivalent) in Maths & English