

Job Description

JOB TITLE	Footcare Service Assistant – Central/Southern Derbyshire (including Derby City) 16 hours per week to be worked flexibly during the week (the delivery days will be confirmed at interview) £13.49ph + 8% employer's contribution pension + travel reimbursement @ £0.45 pm Job share will be considered
RESPONSIBLE TO	Footcare Service Coordinator
JOB PURPOSE	To work within a team of staff and volunteers to deliver, monitor and evaluate a countywide footcare service.

This job description is not exhaustive and is intended only as a guide to the range of activities associated with the post. This role may be subject to a DBS check.

Base: The service operates across all districts of Derbyshire and is delivered in community venues on a 6 weekly cycle. Staff may be required to travel to any of the venues across the County, however the main focus of work will be central/southern Derbyshire, including Derby City. Footcare supplies will be provided from a central location.

Service: The Footcare Service is branded as 'Tootsies'. Tootsies provides a charged for service delivering low cost, high quality basic footcare for people aged 50+. Footcare includes toenail cutting, foot care and lotion application but does not provide the invasive or technical treatments supported by foot health services. The service is offered in community venues and is available on an open-access self-referral basis.

The service is delivered by the Footcare Service Co-ordinator, Assistants and, where possible, supported by volunteers. The team deliver footcare, customer care and administration of the service. The role will support the day-to-day running of the service including setting up and clearing after sessions, managing bookings, payments, promotion, and reporting under the direction of the Footcare Service Coordinator.

Major Tasks:

- Deliver 6 weekly cycle footcare treatments to people aged 50+ in 'surgery' type sessions based in community venues in Derbyshire,
- Work with a team of staff or volunteers
- Manage card, cash and cheque payments, working within set financial procedures
- Manage information including monitoring information and, provide the Footcare Service Coordinator with regular information for monitoring reports
- Engage service clients in evaluating the outcomes of the service.
- Promote the service and volunteer opportunities
- Monitor stock levels of Footcare equipment and, working with the Footcare Service Coordinator, maintain adequate supplies

Other Tasks:

- To coordinate and deliver sessions as needed and instructed by the Footcare Service Co-ordinator

- To work co-operatively with Information Signposting staff and volunteers and other services to support access to the service for older people and their carers
- To promote AUKDD services and fundraising opportunities as appropriate

Communication:

- To provide regular, timely updates of progress to the Footcare Service Coordinator updating on relevant issues and proactively identifying potential opportunities and issues
- To communicate in a clear and logical way with older people and their carers
- To maintain the highest levels of professionalism in handling confidential data, information and disclosures from individuals, organisations and services
- To work within AUKDD policies and procedures

Training and Development:

- To complete the Tootsies Footcare Training course and maintain adequate skills
- To actively engage with training and personal development opportunities to extend areas of knowledge and develop expertise

Health and Safety:

- To work within AUKDD policies and procedures and to assist colleagues in the effective management of risk
- To work to agreed procedures as set in podiatry training

General:

- To work in a positive and friendly manner with other work groups in AUKDD to promote the effective use of skills, resources, time and effort

Person Specification

- An interest in the wellbeing of carers and older people
- Experience and skills in providing personal care tasks for older people is preferable
- An ability to engage and work effectively with healthcare professionals, adult care staff and staff and volunteers from VCS organisations
- Verbal, aural and written communication skills
- An ability to assess risk and respond appropriately
- Team-working skills and experience
- Time-management skills
- An attention to detail and an ability to work to required standards and procedures without close supervision
- A friendly and positive approach to working within a mixed team
- A commitment to the ideals and values of Age UK Derby and Derbyshire

Please note. Due to the nature of the service, the use of external public venues and the geographical location of the service area the role of Footcare Service Assistant requires:

- Sufficient physical strength and balance to handle setting up and clearing away footcare treatment equipment and supplies for each session, and re-stocking supplies.
- An ability to access community venues and public locations.
- Access to a car to move bulky session materials.