

Job Description and Person Specification

Job Title:	Weekend Day Care Support Worker
Hours of Work:	7 or 14 hours per week, normal working days/hours Saturday and/or Sunday, 9.30 am to 4:30 pm, although flexibility is required to ensure the objectives of the role are met.
Reporting to:	Dementia Service Manager
Responsible for:	No direct reports, however the ability to support Volunteers is essential
Annual Leave:	5 or 10 days per annum depending working hours per week
Location:	Within the London Borough of Ealing

A job description is a written statement reflecting the main requirements and essential characteristics of the job. It is not intended to be an exhaustive list of the duties a post holder might be called upon to perform.

Job Context

Age UK Ealing's mission is to promote the wellbeing of all older people in Ealing and empower them to achieve full quality of life. We provide a range of support services for older people in the London Borough of Ealing including **Information and Advice, Wellbeing Day Care, Befriending, Digital Inclusion, Shopping and Community Gardening Services**. We also run Greenford Community Centre, where our office and services are based alongside a range of other community activities.

Purpose of the role

Reporting to the Dementia Service Manager, the Weekend Day Care Support Worker will be responsible for offering practical day-care support at our weekend day centre to people with dementia.

Main Duties and Responsibilities

- To provide a comfortable and reassuring atmosphere for people with dementia in order to reduce the effect of isolation and overall deterioration.
- To offer a varied programme of activities in order to give opportunities for creativity, self-expression, mental stimulation, independence and social interaction.
- Provide, in liaison with centre colleagues and volunteers, a programme of activities which will develop the skills of clients by building up confidence and self-esteem.

- Develop care plans, in conjunction with other staff, in order to identify the needs/requirements of individual clients.
- Provide a safe environment for those who need constant supervision.
- Support clients with their individual needs e.g. mobility and encourage independence.
- Assist in preparing refreshments and lunches.
- Participate in the maintaining of confidential records on all clients and to assist the Coordinator in producing statistics and reports as may be required.
- Assist in the training and support of volunteers in order to promote trusting, caring and non-condescending relationships.
- Act as escort with the driver for the centre.
- Ensure that the activities and services of the centre are equally accessible to all clients in accordance with our Equality, Diversity and Inclusion Policy.
- Be responsible with colleagues for the security of the centre in the absence of the Coordinator.
- Complete incident/accident forms accurately and submit these promptly to the Coordinator.
- Cover the work of colleagues during periods of planned and unplanned absence as appropriate.

General Requirements

- Undertake duties of similar professional nature and commensurate with the role.
- The Support Worker will be based at a designated centre but may be needed to relocate to a different location if necessary.
- To act as a representative of Age UK Ealing when needed.
- To work within Age UK Ealing's ethos, values, principles, policies and procedures.
- To work effectively with others.
- To maintain high levels of discretion, confidentiality and professionalism always.
- To implement the delivery of new standards as they arise.
- To report any safeguarding and Health & Safety issues or concerns.

Person Specification

Weekend Day Care Support Worker

Specification	Essential	Desirable
Experience of caring and supporting elderly and vulnerable people with a variety of needs, such as mobility impairment, mental and/or physical disability, early onset dementia/Alzheimer's disease in a residential home, day centre or other relevant environment or capacity	✓	
Experience of providing personal care, using equipment and manual handling	✓	
Experience of working one-to-one as well as part of a team and of working in a caring setting i.e. day centre	✓	
Experience of using initiative and responding assertively to difficult situations	✓	
Good basic level of educational attainment and/or NVQ Level 2 in social care	✓	
Ability to communicate well with people at all levels both verbally and in writing and experience of writing reports/care plans	✓	
Understanding and knowledge of the effects of dementia and ability to behave sensitively to both the needs of people with dementia and carers	✓	
Understanding of the importance of good timekeeping and reliability	✓	
Ability to respond appropriately in situations of conflict and support individuals under stress	✓	
Good understanding of Equality, Diversity & Inclusion with an ability to work and show sensitivity to the needs of people from different cultural and religious backgrounds	✓	
Ability to maintain confidentiality	✓	
Ability to implement organisational decisions and policies	✓	
Ability to respond flexibly to varying requests from the Day-care Co-ordinator and to report back	✓	
Commitment to 'Person' Centred Care'	✓	

Ability to communicate well with people at all levels both verbally and in writing	✓	
Physical fitness to enable effective moving and handling		✓
Previous experience of group work skills		✓
Knowledge of local community languages		✓
Able to work without direct supervision	✓	
Willingness and interest in learning, to attend training, meetings and other community events	✓	

These details reflect the content of the post on the date prepared. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied, after discussion with the post holder, subject to the needs of the organisation and in keeping with the general profile of the post. Consequently, this job description may be revised from time to time. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.