

Job Description

Job Title: CST Trainer	
Salary:	£22,568 per annum
Hours:	Part Time – 28 hours
Days and Times:	4 days per week, 9-5
Responsible to:	Service Manager
Responsible for:	Volunteers
Main Location:	Townfield Community Centre
Status:	Fixed Term Contract
Main Purpose of Job:	To deliver Cognitive Stimulation Therapy (CST) programmes to service users with a diagnosis of mild/moderate Dementia and their carers. To recruit and support a team of volunteers. To measure and monitor outcomes and report findings to the Service Manager.

Main responsibilities and tasks:

1.0 Service Delivery

- 1.1 Responsibility for establishing and delivering 10 CST programmes each year (2 running concurrently), supporting 10 people and their carers on each programme over 3 years ensuring appropriate volunteer and resources allocation.
- 1.2 Leading on specific activities as directed by the Hospital & Community Manager
- 1.3 Supporting service users with a diagnosis of mild/moderate Dementia and their carers with activities which will improve their cognitive ability and quality of life
- 1.4 Liaise with families, carers and health care professionals when required
- 1.5 Regular travel across the borough
- 1.6 To implement Age UK policies and procedures
- 1.7 To raise awareness of health and lifestyle choices through working with appropriate professionals, organisations and groups;
- 1.8 To report regularly to the AUKH Hospital & Community Manager on progress at the groups and deputise on day to day activities in their absence.
- 1.9 Managing and processing of referrals into the service
- 1.10 Monitor the project against agreed targets/objectives
- 1.11 Training to carers in CST and Maintenance CST (MCST) to support the continued upkeep of abilities for as long as possible and passing this on to other carers.

2.0 Team Working

- 2.1 To assist with planning training for staff and volunteers
- 2.2 To assist the Hospital & Community Manager in the recruitment and support of volunteers providing regular supervision/yearly reviews and support and identifying training needs as appropriate.

3.0 Finance and Administration

- 3.1 Ensure that the appropriate data recording systems are maintained by all staff and volunteers to enable up-to-date and accurate monitoring and evaluation to take place on a regular basis;
- 3.2 Ensuring confidentiality of service user records in line with Age UK Hillingdon Information Governance policy and guidelines
- 3.3 Provide service and performance information as required by the Hospital & Community Services Manager to support any reporting requirements.
- 3.4 According to the group activities; be responsible as required for overseeing the collection, calculation and banking of all income.
- 3.5 Ensuring confidentiality of service user records in line with Age UK Hillingdon Information Governance policy and guidelines
- 3.6 To report on outcomes and KPI's as directed by the Service Manager

4.0 Quality and Service Development

- 4.1 To promote and develop the service by organising the promotional material and activities for the groups and initiate new activities in consultation with service users.
- 4.2 To disseminate information about the service, and promote through events, meetings, presentations and publicity;
- 4.3 Ensure compliance with the internal Quality Assurance standards and Age UK national standards and guidelines.
- 4.4 Carry out regular risk assessments to ensure the premises, transport and activities meet standards required under Health & Safety legislation
- 4.5 Ensure that effective and regular service user feedback and engagement are in place. That suggestions, comments and complaints are recorded, communicated and acted upon.
- 4.6 Ensure that the service meets the needs of older people including groups from Hillingdon's diverse communities and that older people from those communities are involved in the projects and that their individual needs are met;
- 4.7 To attend social contact forums and volunteer support meetings;
- 4.8 To seek feedback from clients in accordance with approved systems operated by Age UK Hillingdon.

5.0 General

- 5.1 To maintain own professional expertise, including attending training as necessary and be subject to supervision and an annual appraisal.
- 5.2 To attend staff meetings, away days and other similar staff events.
- 5.3 To ensure all activities are carried out in harmony with Age UK Hillingdon's mission and

within the spirit of its equal opportunities policy and to abide by the policies of Age UK Hillingdon.

- 5.4 All staff are expected to undertake their own computer work, both in the production of correspondence and documents, date recording, e-mailing and internet research.
- 5.5 It is the nature of the work that tasks and responsibilities are in many circumstances unpredictable and varied. All employees are expected to work in a flexible way.
- 5.6 Some meetings and other events may be held out of normal office hours and may involve travel away from the local area.
- 5.7 The above items outline the main duties and responsibilities of the post and are designed to give an accurate flavour of the nature and scope of this post. However, they do not represent an inclusive list of all the duties required.
- 5.8 This post is classed as regulated activity for the purposes of DBS. Confirmation of appointment to this post will be subject to a satisfactory enhanced DBS check with Access to the Adults Barred List which costs £44.00 and satisfactory references.

Age UK Hillingdon is committed to safeguarding and promoting the welfare of all older people and children within the London Borough of Hillingdon.