JOB DESCRIPTION

Job Title:	Day Care Assistant - Causal
Reporting to:	Day Care Coordinator
Grade:	£12.71 Per Hour
Place of work:	Leeson Court, Leeson Road, Hicks Road, Towcester, NN12 6HS
Hours of work:	Monday & Thursday 5 hours per day
Purpose of the role:	Help make every day brighter for the people who visit our Day Centre. As a Day Care Assistant, you'll create a warm, welcoming place where older people can enjoy good company, try meaningful activities and feel valued for who they are. Through friendship, encouragement and practical support, you'll help each person feel more confident, independent and connected.
Main tasks and responsibilities:	• Welcome guests as they arrive and help them settle into the Day Centre. • Offer companionship and encourage guests to enjoy conversations and social activities. • Help organise and lead activities such as games, quizzes, arts and crafts, music and entertainment. • Support guests to make choices, enjoy their time at the Centre and maintain their independence. • Assist with serving meals and refreshments, and support guests to eat and drink where needed. • Provide personal care at the Centre where required, following agreed procedures and respecting each guest's dignity and privacy. • Be attentive to guests' wellbeing and promptly share any concerns or changes with the appropriate colleague. • Help keep activity areas, dining spaces and equipment clean, tidy and safe. • Follow the Centre's health and safety, food hygiene, infection prevention, safeguarding and confidentiality procedures. • Work as part of the Day Centre team to create a friendly, inclusive and enjoyable experience for every guest. • Attend and take part in required training, supervision and team meetings. • Apply learning from training and supervision to support guests safely and effectively. • Contribute ideas and take part in initiatives to review and improve the Day Centre service.

The tasks and responsibilities shown above are not exhaustive and should be regarded only as a guide. The post holder will be expected to undertake any reasonable activities according to the needs of the service at the time. These will be subject to periodic review and may be amended to meet the changing needs of the service. The post holder will be expected to participate in this process, and Age UK Northamptonshire would aim to reach agreement as regards any changes.

PERSON SPECIFICATION

Day Care Assistant	Essential	Desirable
Experience		
Experience working in a day centre, care or community setting.		✓
Previous care or support experience.		✓
Knowledge / qualifications		
Understanding of the importance of confidentiality, dignity and safeguarding.	✓	
Relevant care qualification.		✓
Willingness to complete required training, including manual handling and first aid, where relevant.	✓	
Current first aid or manual handling training.		✓
Knowledge of, or experience working in, the voluntary sector.		✓
Skills		
Communicates clearly and listens attentively.	✓	
Works well as part of a team and uses initiative within the boundaries of the role.	✓	
Follows instructions, policies and procedures, and seeks guidance when needed.	✓	
Recognises personal and professional limits and reports concerns or changes in a client's wellbeing.	✓	
Organises time and tasks effectively.	✓	
Remains calm and responds appropriately in challenging situations.	✓	
Other requirements		
Warm, patient and respectful approach to supporting older people.	✓	
Reliable and committed to providing a welcoming and enjoyable experience for clients.	✓	
Willingness to take part in supervision, team meetings and initiatives to improve the service.	✓	
Commitment to the values and purpose of Age UK Northamptonshire.	✓	