

## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Job Title:</b>	Day Care Assistant
<b>Reporting to (Job Title):</b>	Senior Service Coordinator
<b>Organisation:</b>	Age UK Northamptonshire
<b>Salary:</b>	£12.27 per hour
<b>Place of work:</b>	Kettering Day Centre, Rockingham Road, Kettering, NN16 9JA
<b>Hours of work:</b>	Casual (zero hours) - Monday - Friday, 5 hours per day.
Employment subject to Enhanced Disclosure & Barring Service (DBS) check.	
<b>Purpose of the role:</b>	To support, co-operate and liaise with other staff and volunteers to maintain high standards of care and welfare of elderly people attending the Centre, at all times respecting dignity of the individual and promoting independence.
<b>Main tasks and responsibilities:</b>	<ul style="list-style-type: none"> <li>• To relate to a variety of elderly people with different physical, mental or social needs, promoting a warm, friendly atmosphere.</li> <li>• To support Senior Service Coordinator to arrange and encourage mental and physical stimulation with occupational, recreational and therapeutic activities.</li> <li>• To assist in the personal care of clients, including bathing, toileting and managing incontinent clients.</li> <li>• To assist with preparation, serving and clear up meals, etc., and feed clients unable to feed themselves.</li> <li>• To give support on occasional outings/day trips.</li> <li>• To take part in training exercises.</li> <li>• To be continually vigilant of the client's everyday needs, reporting to the Senior Service Coordinator and recording, where appropriate, any problems that may arise.</li> <li>• To carry out any other relevant duties which the Senior Service Coordinator may reasonably require.</li> </ul>
<p>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.</p>	

## Person Specification

Care Assistant Competencies:	Essential/ Desirable
<b>Education &amp; Training</b> <ul style="list-style-type: none"> <li>• Car driver with access to own vehicle (no more than 3 penalty points)</li> <li>• Manual Handling Training (bending stooping etc involved in job role)</li> <li>• Basic First Aid</li> <li>• Good Basic Education</li> </ul>	E D D D
<b>Results Driven</b> <ul style="list-style-type: none"> <li>• Understands the need to consult with managers and to be accountable.</li> <li>• Motivated by challenge and sees problems through to their conclusion.</li> <li>• Recognises own personal and professional limitations</li> <li>• Able to manage own time effectively</li> </ul>	E E E E
<b>Customer Focus</b> <ul style="list-style-type: none"> <li>• Experience of working with older people</li> <li>• Dedicated to meeting the expectations and requirements of the service, developing and maintaining effective relationships, and building trust.</li> <li>• Ability to maintain confidential information</li> </ul>	E D  E
<b>Communication</b> <ul style="list-style-type: none"> <li>• Always communicates clearly and accurately.</li> <li>• Listens to others and absorbs information.</li> <li>• Ability to work alone and as part of a team</li> </ul>	E E E
<b>Planning and Organising –</b> <ul style="list-style-type: none"> <li>• Plans ahead and works in a systematic and organised way.</li> <li>• Follows directions, procedures and policies.</li> <li>• Able to remain calm under pressure</li> </ul>	E E E
<b>Alignment and Compliance –</b> <ul style="list-style-type: none"> <li>• Aligned to the values, culture and mission of the charity.</li> <li>• Knowledge of working within the voluntary sector</li> </ul>	E D
Prepared By: Su Brazell	
Authorised By:	