**JOB DESCRIPTION**

**Job Title:** Carer

**Responsible to:** Day Centre Manager

**Location:** Oldham areaas advised

**Hours:** 28 hours per week, across 5 days Monday to Friday,between the hours of 8.30am and 4.30pm. Will be required to work core hours of 9.15am to 3pm

**Salary:** Salary point 21: £18,683 per annum / £12.83 per hour

**This post is subject to an Enhanced DBS check**

1. **JOB SUMMARY**

To attend, under general supervision, to the personal needs of those attending the centre, and maintain written records.

1. **KEY TASKS AND RESPONSIBILITIES**

2.1 Physical tasks as necessary (for example toileting, feeding, escorting), meeting users’ physical needs.

* 1. Social duties including helping maintain contact with family, friends and community and participating in social activities aimed at creating a supportive atmosphere, meeting individual users’ social and emotional needs.
  2. To be responsible for key working an allocated number of clients.
  3. To maintain records, as required, ensuring confidentiality at all levels.
  4. Operational tasks within the Centre, such as kitchen cleaning and escort duties.
  5. To undertake training as required.
  6. To follow the organisation’s Safeguarding policies and procedures and speak with your line manager, or if not appropriate, with one of the people designated as Adult Safeguarding Leads within our organisation, if you have any concerns about a vulnerable adult or child. All staff have a responsibility for the safety and wellbeing of our clients and colleagues.
  7. To carry out all duties in compliance with current Health and Safety legislation and Age UK Oldham’s Health and Safety Policies.
  8. To carry out all duties in compliance with current Age UK Oldham’s policies, ensuring the provision of equal opportunity, maintenance of confidentiality and a high quality of care, appropriate to individual needs.
  9. Such other duties as may be required and are consistent with the duties and responsibilities of the post.
  10. To Work in accordance with current Age UK Oldham Quality Management / ISO 9001:2015 Systems.

**PERSON SPECIFICATION**

Job Title:Carer

Applicants should be able to demonstrate the following:

1. **Essential Criteria**

3.1 Experience as a ‘hands on’ carer of older people living with Dementia.

* 1. Knowledge of the physical and emotional needs of older people and their carers.
  2. Medically fit to perform physical duties.
  3. An understanding of the issues concerning the needs and impact of older people within such settings.
  4. Able to work as part of a team.
  5. An understanding of Equal Opportunity issues and practice.

1. **Desirable Criteria**
   1. Direct experience within a day care or residential setting for older

frail people.

* 1. Relevant qualifications.
  2. An understanding of the issues concerning the needs and impact

of volunteers.

* 1. Experience of providing and delivering activities.