

Job Description

Job Title	Day Care Assistant & Transport Escort
Salary	£9 per hour plus up to 7% pension after qualifying period (rising to £9.30 in April 2020)
Hours of work	Part-time, 7 hours per week (Wednesdays)
Place of work	Grace Court, Downend (with movement between Poplar Gardens, Kingswood & Nutfield House, Filton centres to cover as required)
Annual leave	25 days annual leave, plus public holidays pro rata
Status	Permanent

Job Purpose
To provide a high standard of support to activity day club service users, working in a safe and friendly environment that is stimulating and meets their identified needs. To contribute to activity planning. To accompany service users as a Transport Escort to and from the service.
Responsible to
Karen Cheal, Day Services Manager (and on a day to day basis the Day Care Supervisor for the relevant venue)
Contacts
The post holder will need to work closely with key staff within the organisation including the Day Care Supervisor, day care, administration and office staff. In addition to South Gloucestershire Council, service users themselves and their families and carers.

Key Responsibilities – Development

- To accompany service users as a Transport Escort to and from the service.
- Work with service users, ensuring their day to day needs are met.
- Liaise as appropriate with carers / family members to ensure continuity of care and identified changing needs are communicated and recorded.
- To planning and delivery activities suitable for older people with and without dementia.
- Support the integration of service users with dementia, to enable them to participate in activities.
- Liaise with Day Care Supervisors in the planning of activities.
- To serve meals and refreshments, ensuring service users' dietary requirements are met.
- To ensure the health, safety and well-being of service users and volunteers is maintained by advising the Day Care Supervisor about issues or problems as they arise and make suggestions for improvements as appropriate.
- To assist the Day Care Supervisor in ensuring that appropriate mechanisms are in place to enable the service users to influence the development of their service provision.
- To ensure that all administration protocols and procedures are efficiently undertaken.
- To attend supervision sessions and other meetings as required by the Day Services Manager, supervisor or Chief Executive Officer.
- Attend training required to meet service delivery.
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General Responsibilities

- Maintain a commitment to professional development through a combination of both formal and informal methods, including attendance at mandatory training and meetings as directed.
- Uphold the highest standards of personal conduct in all matters relating to the role, working within all policies and procedures of Age UK South Glos.

Other Duties

This job description is intended as a guide to the general duties required of the post. The postholder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time. Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

Disclosure and Barring Service (DBS)

This post is subject to a satisfactory enhanced Disclosure and Barring Service check, which will disclose all cautions reprimands and warnings as well as convictions. In addition to completing this application form you are required to provide us with details of all spent and unspent convictions. Please send this information to us under separate, confidential cover to the Chief Executive Officer. Remember to include your name, address and the position for which you are applying. We guarantee that the information you provide be used fairly and will only be seen by those who need to see it as part of the recruitment process.

A criminal record will not necessarily bar you from the advertised position. This will depend on the nature of the position and the circumstances and background of your offences. However, failure to reveal this information could lead to the withdrawal of an offer of employment or disciplinary action.

Equal Opportunities

All employees have a responsibility to understand and abide by the obligations laid down in the organisation's equal opportunities policies.

Health and Safety

All employees have responsibility for their own health and safety and for that of others who may be affected by their acts, or omissions. Staff members are required to adhere to all health and safety regulations, guidance and procedures at all times.

Confidentiality

All employees are expected to respect confidentiality in relation to Age UK South Gloucestershire business and client and service user data.

Essential Criteria

- Experience of working with older people
- Knowledge of the issues older people face
- A good level of administrative and personal organisational skills
- Proven verbal, written communication skills and a level of IT e.g. use of Outlook and word.
- Ability to work as part of a team
- Willingness and ability to develop new ways of working where required
- Ability to use initiative and work independently, taking responsibility for problems that arise
- Commitment to the aims and objectives of AUKSG
- Commitment to promoting and supporting equal opportunities and diversity
- Knowledge of safeguarding of Adults at risk

Desirable Criteria

- Experience of relevant work in the health and social care sector
- Experience of working with older people affected by dementia