

Job Description

Job Title	Time4You Activity Assistant (Bank)
Salary	£12.60 per hour
Hours of work	Flexible (Monday – Friday)
Working pattern	Flexible
Place of work	Working from home, travelling to client's homes and Activity Day Centres
Annual leave	Holiday entitlement is 5 working weeks holiday in each complete calendar year starting from date of contract signature. Entitlement is prorated based on the average working hours / earnings over a 52-week period.
Status	Fixed term 12 months (depending on future funding)

Job Purpose
<ul style="list-style-type: none"> • To support people with mild to moderate dementia in their own home or community setting to provide carers / family members break. • To provide person centred activities with clients to support cognitive function. • To provide feedback on client's well-being to family and Project Lead.
Responsible to
<ul style="list-style-type: none"> • Time4You Project Lead.

Contacts

- Time4You Project Lead.
- Head of Services.
- Day Centre Supervisor.
- Family members / Carers.

Key Responsibilities

- Provide activities that are person centred and appropriate to client's needs.
- Liaise with family to ensure that the clients likes / dislikes / interests are taken into account and activities are person centred.
- Support client to participate in activities when in the day centres.
- Help to access other community activities / services if appropriate.
- Maintain safety of clients during activities.
- Identify and report any changes in client's conditions.
- Respond as appropriate in the event of an emergency and report concerns to Project Lead and Family member / Carer.
- Maintain accurate records of clients.
- Ensure first aid equipment and any other equipment is available, in good working order and in date.
- Aware that you may be redeployed to another location / carry out other activity if client should cancel at short notice.
- Identify any other additional person-centred activity resources required to meet client interests / hobbies / likes.
- Attend training courses as and when required, ensure training is up to date.
- To recognise and respond appropriately to any safeguarding concerns.
- To understand and adhere to safe lone-working practices.

General Responsibilities of all staff members

- To ensure that all administration protocols and procedures are efficiently undertaken.
- To attend supervision sessions & other meetings as required by the CEO.
- 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 AUKSG.

Other Duties

This job description is intended as a guide to the general duties required of the post. The post holder 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.

Requirements of the Post

The nature of this post will require:

- Regular travel; therefore, a requirement will be access to and the use of a reliable vehicle with Business Insurance. Car mileage will be paid at the prevailing HMRC-approved rate (currently 45p per mile.)
- Lone working; therefore, the advice and guidance of Age UK South Gloucestershire must be followed.
- The flexibility for attendance at occasional meetings and events outside of any agreed working pattern. This will usually be agreed upon with plenty of prior notice.
- Attendance of training in order for you to carry out your role.

Disclosure and Barring Service (DBS)

This post is subject to a satisfactory Enhanced Disclosure and Barring Service check, which will disclose all relevant 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 will 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, client and service user data.

Person Specification

Essential Criteria

- An enthusiasm for and understanding of the needs of people with mild / moderate dementia.
- Excellent interpersonal communication skills and a range of written communication skills for a variety of audiences and purposes.
- The ability to motivate and engage others.
- A good level of IT skills, including using Microsoft Office packages such as Word, Excel, PowerPoint and Outlook.
- Good personal organisational skills.
- A good level of literacy.
- Ability to use initiative and work independently, but also to work cooperatively as part of a team.
- Understanding of confidentiality and the ability to handle sensitive information.
- Ability to work creatively and flexibly, with patience and adapt to changing needs.
- A commitment to promoting and supporting equality, diversity and inclusion, with an open-minded approach to individuals, avoiding judgement and stereotyping.
- A commitment to the aims and objectives of AUKSG.
- Willingness and ability to travel as required (The nature of this post will require regular travel throughout South Gloucestershire and occasionally further afield; therefore, access to and the use of a reliable car is essential).

Desirable Criteria

- Experience of working with older people with mild to moderate dementia.
- A working knowledge of risk assessments.
- Experience of delivering person centred activities.