

Job Profile: Day Opportunities – Bank Care Worker/ Mini Bus Escort

Locations:	Across Age UK Staffordshire Cannock, Cheslyn Hay, Tamworth & Hinksford Park
Grade:	£11.44 per hour
Hours:	As and when required
Holidays:	Please see general Terms and Conditions
Responsible To:	Team Supervisor
Security Checks	The post is subject to two successful references and a clear enhanced DBS disclosure.
Job Purpose:	All tasks related to the care of older people with physical and mental health needs under the guidance of supervisory staff, in order to maximise independence, dignity and choice
Equal opportunities	Age UK Staffordshire is an equal opportunities employer and welcomes diversity in our workforce.

GENERAL DUTIES

1. To encourage service users according to their capabilities to participate in all aspects of daily living and to give the appropriate degree of assistance, and to encourage, maintain contact with service users to ensure regular attendance at group.
2. To adopt a person centred approach, putting the person living with dementia their experiences, wellbeing, needs and feelings at the centre of the caring process
3. To assist service users to access toilet facilities when necessary.
4. To participate in all tasks relevant to eating and drinking.
5. To participate in activities with service users as organised in order to provide stimulation and support.
6. To undertake morning or afternoon escort duties, ensuring the comfort and safety of passengers during journeys

7. To contribute to schedule planning and to encourage service users to take part in these activities based on the principles of person centred care.
8. Observe, monitor and record service users physical and emotional well-being and promptly report any changes to Team Supervisor
9. To work weekends and bank holidays when required
10. Where appropriate to relate to relatives and carers under the guidance of senior staff always respecting issues of confidentiality.
11. To follow and comply with instructions, Policies & Procedures of Age UK Staffordshire.
12. To follow and comply with the instructions and policy of Age UK Staffordshire, paying particular attention to responsibilities under the Health & Safety at Work Act.
13. Under the Health & Safety at Work Act (1974) and associated guidance it is the duty of all employees to take adequate care for the Health & Safety of themselves and other persons affected by their actions and omissions.
14. Willingness to undertake training to meet the need of the role and continue development.
15. To participate in the organisations supervision and appraisal process.
16. To ensure the implementation and promotion of equal opportunities in service delivery and across the organisation.
17. Age UK Staffordshire is committed to Safeguarding Vulnerable People (of all ages) and expects all employees to adhere to Age UK Staffordshire's policies & procedures and child safeguarding policies & procedures (if applicable to the role.)
18. Requirement to work flexibly across any Day Service Location by negotiation with Team Supervisor or Service Manager.
19. To undertake any other duties, appropriate to the role as may be reasonably required from time to time.

PERSON SPECIFICATION	Essential	Desirable
To encourage clients, according to their capabilities, to participate in pre-arranged group activities and give appropriate degrees of assistance and ensure the application of person centred care	✓	
An awareness of the need to maintain and maximise the dignity, independence and choice of Service Users and assisting with personal tasks and help to maintain personal hygiene	✓	
An understanding and genuine interest in working with older people with dementia and other complex needs	✓	
Have a commitment to quality and best practice in all aspects of service delivery	✓	
Care Certificate	✓	
Level 2 RQF, care diploma or equivalent (NVQ level 2) desirable/willingness to work towards)		✓
Current driving license and use of own vehicle	✓	
Demonstrates commitment to equal opportunities and comply with Age UK Staffordshire' policy & procedures and attend training/team meetings	✓	

This job description reflects the requirements of the post at the time of writing. The needs and circumstances may change over time. The job description may need to be reviewed in light of internal or external changes that may occur.