**AGE UK YORK**

**JOB DESCRIPTION**

**Day Club Worker**

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|  **Location**  | York and Surrounding area |  **Reports to**  |   Day Club Manager |
|  **Hours**  | Up to 30hrs per week 9am-3pm weekdays. We are particularly in need on Mondays, Tuesdays and Wednesdays |  **Working pattern**  | Weekdays days 9am-3pm  |
|  **Contract term**  | Fixed term until 30th September 2024  |  **Type of role**  |   Community |
|  **Direct reports**  |  n/a  |  **Role last updates**  |  April 2024  |

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| **Salary** | £18771.48 | **Holidays** | 5.1 weeks plus bank holidays |

**Context**

Age UK York is a local charity which exists to support older people of York, their families and carers. Together, our team provide a wide range of service which make a valuable difference to the needs and lives of older people across the city.

Age UK York is committed to diversity, equality, and inclusion. Through our recruitment we want to build a diverse workforce, one that represents the communities we exist to help and brings variety of perspectives so together we are best able to support older people in York.

Through a wonderful team of staff, volunteers and supporters Age UK York has been supporting older people in York for over 50 years and exists to continue to be there when needed.

**Purpose of the role:**

Our Day Clubs offer older people a stimulating and social environment where they can eat a hot meal (full day clubs), make friends, and learn new things. They provide opportunities for older people, including those with dementia, to make social connections.

These are exciting roles for people who want to ensure that older people at our Day Clubs have memorable experiences and are supported to make social connections and remain independent.

The successful candidate will be required to undergo an enhanced DBS check.

**Day to Day Responsibilities:**

* Welcome older people to the Day Clubs, supporting individuals to access all aspects of the Day Clubs.
* Deliver a rich and stimulating programme of activities at the Day Clubs, which enhance people’s mobility, cognitive abilities and skills
* Support older people to access activities such as musical, physical, craft and other provision.
* Raise any concerns about the health and well-being of people attending the Day Club to the Day Club manager, and work with the manager to ensure these concerns are recorded and resolved as speedily and effectively as possible.
* Help clients to achieve priorities they have for themselves, for example relating to socialising or mobility
* Communicate with Day Club members and their families and friends, where appropriate permission is in place, to ensure they are able to access the clubs and support is in place.
* Carry out administrative duties associated with the Day Clubs, including booking outing locations and entertainers, writing daily reports and contacting clients.
* Carry out other tasks required to run the Day Clubs including cleaning of spaces, shopping for food and moving and managing equipment.
* You may carry out a range of other duties aimed at ensuring that Age UK York offers high quality and innovative services to older people in York.

**Person Specification**

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| **Category** | **Essential** | **Desirable** |
| 1. Education, qualifications, and training
 |  | * A qualification in health and social care or equivalent qualification
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| 1. Knowledge and Skills
 | * Knowledge and experience working with older people
* Excellent communication skills
* Strong organisational skills
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| 1. Experience
 |  | * Experience of working with older people with frailty, dementia or who are blind or partially sighted or are deaf or hard of hearing.
* Experience working in the voluntary or charitable sector
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| 1. Attributes
 | * Enthusiasm for trying new things and a desire to use your creativity at work
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