Age UK York is committed to diversity and equality. Through our recruitment, we want to build a diverse workforce, best able to support all older people in York.

**Job Title: Day Club Worker**

**AIMS OF THE ROLE**

Our Day Clubs offer older people a stimulating and social environment where they can eat a hot meal, 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.

We are on a journey to adopting a strengths-based approach in our work, starting out with the belief that all older people have strengths and resources and we can support them to build on these. You will work to ensure our Day Clubs are accessible to all people, and we provide services that include those who may be hard of hearing, visually impaired, or have reduced mobility.

We are an organisation committed to staff development. We will support you to grow as a professional and develop your skills and talents, including supporting you to gain new qualifications.

**RESPONSIBILITIES AND DUTIES**

1. To welcome older people to the Day Clubs, supporting individuals to access all aspects of the Day Clubs
2. To deliver a rich and stimulating programme of activities at the Day Clubs, which build people’s mobility, cognitive abilities and skills
3. To support older people to access activities such as musical, physical, craft and other provision.
4. To raise any concerns about the health and wellbeing 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.
5. To work with those attending the Day Club to help them achieve priorities they have for themselves, for example relating to socialising or mobility
6. To 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.

7. Carrying out administrative duties associated with the Day Clubs, including booking locations, taking payment for places, writing letters to those attending and offering places at the clubs.

8. Carrying out other tasks required to run the Day Clubs including cleaning of spaces, shopping for food and moving and managing equipment.

9. 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.

**Supervision received**

You will report to the Day Clubs Manager.

**PERSON SPECIFICATION**

**Essential criteria**

1. Knowledge and experience working with older people
2. Enthusiasm for trying new things and a desire to use your creativity at work
3. Excellent communication skills
4. Strong organisational skills
5. A full clean driving license and access to an appropriately registered and insured vehicle for work purposes

**Desirable criteria**

1. A qualification in health and social care or equivalent qualification
2. Experience of working with older people with frailty, dementia or who are blind or partially sighted sight loss or are D/deaf or hard of hearing.
3. Experience working in the voluntary or charitable sector

**CONDITIONS OF SERVICE**

**Location**

You will work from the organisation’s main offices, but a lot of your time will be out in the community where our services are delivered.

**Hours**

30 hours per week between 10am and 4pm daily. As an employer we support flexible working and are happy to discuss proposals for alternative working patterns.
Term
Permanent

Holidays
5 weeks + 1 day (full time equivalent) – pro-rata

Salary
£17,000 per annum plus contribution-based pension