

**JOB DESCRIPTION**

<b>Job Title</b>	Day Care Worker
<b>Report to</b>	Line Manager
<b>Hours of work</b>	37.5
<b>Salary</b>	£18,860.40 per annum
<b>Location</b>	City wide
<b>Contract Type</b>	Permanent

<b>Job Purpose</b>
<p>To provide support and assistance with the running of Day Care Centres. Promoting independence and facilitating social interaction for older people within a user led environment. This service operates with a key worker system.</p> <p>To deliver quality Day Care services          To plan and deliver a range of activities          Support clients' needs in line with their support plans          Provide support with meals and refreshments          Create a stimulating social setting with a focus on independence          Provide information and support for clients and their families.</p>

<b>Essential Duties/Responsibilities:</b>
<p>To develop and run activities around individual and group requirements which reflect and respond to a person centred approach to wellbeing services.</p> <p>To contribute to and support in the development of the monthly activity programmes.</p> <p>To assist in initiating and supporting user and/or carer involvement in all aspects of the services including meetings.</p> <p>To undertake any necessary administrative tasks conducive to the centre and at the request of and in support of your line manager.</p> <p>To provide 1-1 support and information to clients and carers with a focus on supporting independence and reducing isolation, to include welfare benefits, welfare support and home adaptations and services.</p> <p>To provide information and input for reports as necessary.</p> <p>To identify and raise safeguarding alerts where applicable.</p> <p>To complete incident and near miss reports where applicable</p>

To work effectively with staff from other agencies, both statutory and voluntary, in a manner which will benefit service clients and further the work of Age Concern Birmingham.

To uphold data protection and confidentiality at all times in line with Age Concern Birmingham Policies and Procedures.

To assist with all matters relating to Health and Safety.

To ensure the smooth running of the wellbeing centre.

To work at all times within the values, Mission Statement and Diversity & Equality Policy of Age Concern Birmingham.

To undertake additional duties commensurate with the overall purpose of this post, which may arise from time to time.

To be a member of a wider team of people working co-operatively to foster excellent service provision to older people, their carers and their families.

To foster good relationships with all Age Concern Birmingham staff and volunteers.

Liaise with professionals from other agencies and develop and maintain mutually supportive relationships.

To develop constructive working relationships with volunteers

To develop confidential and trusting relationships with older people who receive services and with their families and carers.

### Person Specification

	Essential	Desirable
<b>Skills, Knowledge, Abilities</b>		
Knowledge of older people's needs	*	
Understanding of Equal Opportunities and Diversity in service delivery	*	
Excellent interpersonal skills (communication, listening skills)	*	
Knowledge of Personalisation and Person Centred Care Planning		*
Ability to plan, run and lead quality workshops and activities.	*	
<b>Previous Experience</b>		
Previous experience of providing care for older people		*
Experience of working in a day care/care setting		*
Experience of working within a team	*	

<b>Experience and Qualifications</b> NVQ Level 2 Health & Social Care or equivalent – completed or working towards Willingness to continue professional development Good standard of education Good IT Skills	* * *	*
<b>Personal Characteristics</b> Commitment to caring profession Positive attitude towards care delivery Customer focused	* * *	

**Special Conditions:**

- Disclosure and Barring Service (DBS) check will be undertaken for this role.

This is a description of the job as it is at present. It does not form part of the contract of employment. Job Definitions are regularly reviewed and altered when necessary in conjunction with the post holder.

Age Concern Birmingham / Jubilee Citizens UK are committed to Safeguarding:  
 Promoting good practice and prevention of harm and abuse  
 To ensure allegations of abuse or suspicions are dealt with and the person experiencing abuse is supported