

JOB DESCRIPTION

Job Title	Connections Activity Worker
Report to	Day Care Manager
Hours of work	37.5
Salary	£ 24,570.00
Location	Birmingham – Across our 5 day centre provisions
Contract Type	Permanent

Job Purpose

To work as a team across Age Concern Birmingham's services with a focus on our Day Care offer.

To plan and deliver the range of age appropriate activities across our day centres and to ensure that this is advertised to the local community.

Create stimulating, welcoming and social environments with a focus on independence, wellbeing, reducing isolation and increasing social participation.

Provide information and support for citizens, carers and their families.

Essential Duties/Responsibilities:

To develop and run activities around individual and group requirements which reflect and respond to a person centred approach

To work flexibly across Birmingham, Monday to Friday including one evening a week and occasional weekends

To develop as a team monthly activity programmes across community venues

To provide 1-1 support and information to citizens and carers with a focus on supporting independence and reducing isolation

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

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

To develop constructive working relationships with volunteers

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

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

To work effectively with other agencies, both statutory and voluntary, in a manner which will benefit service and citizens.

To identify free or funded activities to enhance our internal offer.

To undertake any necessary administrative tasks conducive to the service and at the request of and in support of your line manager.

To provide information and input for reports as necessary.

To identify and raise safeguarding alerts where applicable.

To complete incident and near miss reports where applicable.

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 activity sessions and the wellbeing centres.

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.

Person Specification	Essential	Desirable
Skills, Knowledge, Abilities 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.	* * * *	*
Previous Experience Previous experience of providing care for older people Experience of working in a day care/care setting Experience of working within a team Experience of running groups and sessions	* *	* *
Experience and Qualifications NVQ Level 2 Health & Social Care or equivalent – completed or working towards Willingness to continue professional development Good standard of education Good IT Skills	* * *	*
Personal Characteristics Commitment to caring profession Positive attitude towards care delivery Customer focused	* * *	
Special Conditions: <ul style="list-style-type: none"> 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