**Day Operations Activities Support Worker**

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| **Job Title:** | **Activities Support Worker** |
| **Salary:** | £24,115.00 |
| **Contract:** | **Permanent** |
| **Hours of Work:** | 35hrs 5 days (Monday to Friday) |
| **Responsible to:** | Living Well Coordinator |
| **Based at:** | Ann Owens Centre  Oak Lane  East Finchley  London N2 8LT and  154 Station Road  Hendon  London  NW4 3SP  Occasional home working |
| **Purpose of Job:** | To assist in all operational aspects of the Day Support services that will be delivered to people with dementia and their carers. |

**Dimensions and limits of authority**

There are no staff or budget management responsibilities associated with the post.

**Duties and Key responsibilities**

- To contribute to the high-quality care, making sure appropriate support and high-quality activities to the standards required by Age UK Barnet are delivered as planned.

- To contribute to the planning of weekly activities for groups (15-35 people) or one to one on a day-to-day basis, as well as planning and supporting events.

- To plan and lead group activities and outings.

- To advise and support carers as appropriate, working in partnership with them to assist in good decision making e.g., which kind of activities would be beneficial for the client.

- To promote and maintain a high standard of care practises within the day centre.

- To assist in the daily preparation of the centres ensuring the premises are ready to receive clients safely and in comfort.

- To ensure clients are ready to safely and comfortably use transport provided and act as passenger assistant.

- To ensure that assistance with clients’ personal care is provided with dignity and respect.

- In line with internal and external standards, ensure dietary requirements are understood and any food or beverages are provided appropriately and carefully.

- Support clients in self-administering prescribed medication in line with our policies and procedures.

- To undertake any other duties or projects commensurate with the nature and grade of this post as required.

- To carry out/participate in assessments, including home assessments.

- Occasionally cook/prepare meals & refreshments

- To take responsibility for a caseload of clients; contributing to the development of individual care plans; making appropriate risk assessments; working to complete them and helping people with dementia to achieve their potential and maximise their skills.

- As a key worker for a caseload of clients, to act as the main point of contact for those clients and their carers.

- To review and monitor the progress of clients in line with their care plans and report and recommend changes to activities as appropriate.

**Organisational responsibilities**

- To adhere to all Age UK Barnet service standards, policies and procedures.

- To comply with the data protection regulations, ensuring that information on clients remains confidential.

- To be responsible for personal learning and development, to support the learning and development of others and the whole organisation.

- To work in a manner that facilitates inclusion, particularly of people with dementia.

- To implement Age UK Barnet health and safety policy and procedures.

- To administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines and reporting requirements.

- To follow Age UK Barnet’s management information and guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

**This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change**

**PERSON SPECIFICATION DEMENTIA DAY SUPPORT WORKER**

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|  | CRITERIA | **ESSENTIAL OR DESIRABLE** |
|  | **QUALIFICATIONS AND KNOWLEDGE** |  |
|  | NVQ level 2 in care or be willing to work towards this qualification. | D |
|  | Knowledge of statutory or voluntary agencies in Barnet and how they relate to those aged 55 and over | D |
|  | | |
|  | **SKILLS & ABILITIES** |  |
| 3 | Empathy | E |
|  | Non-judgemental communication | E |
|  | Understanding of the inclusion agenda and its relevance within a diverse society | E |
|  | | |
|  | **SKILLS AND EXPERIENCE** |  |
|  | Personal or work experience in a care environment | E |
|  | A good understanding of dementia | E |
|  | An understanding of the needs of people with dementia and their carers | E |
|  | Good Listening skills | E |
|  | Knowledge of relevant legislation including the Health & Safety and the Mental Capacity Act | D |
|  | An understanding of the need for client confidentiality | E |
|  | An understanding of Collaborative working | E |
|  | Creativity to organize activities for people living with different stages of dementia. | E |
|  | Experience leading and running group activities/Events | E |
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|  | **EQUAL OPPORTUNITIES** |  |
|  | Commitment to incorporating Equal Opportunities principles into all aspects of work. | E |
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|  | **ADDITIONAL** |  |
|  | Able to travel independently within the service area | E |
| Due | Due to the nature of the service applicants must be fully vaccinated against Covid. | D |