

## **AGE UK BOURNEMOUTH, POOLE & EAST DORSET**

### **JOB DESCRIPTION**

<b>POST TITLE:</b>	Foot Care Assistant
<b>SALARY:</b>	<b>£7914 pa</b>
<b>HOURS:</b>	12 hours per week over 2 days (Tues & Thurs - 6 hours per day)
<b>RESPONSIBLE TO:</b>	Community Foot Care Manager, Chief Executive and ultimately Trustees of Age UK Bournemouth, Poole & East Dorset
<b>JOB PURPOSE:</b>	To provide simple Toenail cutting in clients own homes across Bournemouth, Poole or Christchurch or clinic setting

### **MAIN TASKS**

1. To provide simple toenail cutting in clients own homes in the community (Bournemouth, Poole, Christchurch or East Dorset- you will work in a specific area) or in a clinic setting or a mixture of both if required.
2. To work within a planned route as provided by the line manager.
3. Work within strict appointment periods from 30–40-minute appts slots.
4. To collect appropriate fees from clients.
5. To ensure that we are working within all Care Qualities Commission regulations.
6. To complete all necessary assessment forms/ risk assessment etc.
7. To undertake banking of monies and complete banking forms and return to the office line manager.
8. To ensure that all equipment is cleaned within our guidelines.
9. To wear all appropriate PPE as instructed by the organisation.
10. To undertake all necessary training- infection control, basic toenail cutting, safeguarding, etc.
11. To liaise with the Community Foot Care Manager with regards to stock levels/ equipment.
12. Update and maintain manual records.
13. To undertake all necessary training.
14. To adhere to all Age UK Bournemouth, Poole and East Dorset policies and procedures.
15. To undertake any other reasonable duties as requested by your Line Manager, Senior Managers, Chief Executive or Trustees.
16. To ensure that you have appropriate business use insurance and the use of a vehicle as this is critical to this post.

The job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied

(after discussion with the post holder) subject to the needs of the organisation, and in keeping with the general profile of the post.

	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced by</b>
A recognised beauty therapist qualification or equivalent (to include pedicures)		<b>x</b>	Application/interview/references
A recognised foot care qualification		<b>x</b>	
Excellent time management skills working on allocated timed appointments	<b>x</b>		
Understanding the needs of older people		<b>x</b>	Application/interview/references
Previous experience of working with older people		<b>x</b>	Application/interview/references
Excellent oral and written communication skills	<b>x</b>		Application/interview/references
Good computer skills/ email/internet etc	<b>x</b>		Application/interview/references
Ability to work alone or as part of a team	<b>x</b>		Application/interview/references
Ability to show empathy with older people and to adapt communication to the needs of the client	<b>x</b>		Application/interview/references
Ability to keep clear and concise written records	<b>x</b>		Application/interview/references
Flexibility	<b>x</b>		Application/interview/references
Good time keeping	<b>x</b>		Application/interview/references
Reliable & honest	<b>x</b>		Application/interview/references
Ability to keep confidentiality	<b>x</b>		Application/interview/references
Willingness to undertake training	<b>x</b>		Application/interview/references
Ability to travel to appointments	<b>x</b>		Application/interview/references
Car Driver	<b>x</b>		Application/interview/references
Access to a car	<b>x</b>		Application/interview/references
			Application/interview/references