

Age UK Bournemouth Poole & East Dorset Job Description

POST TITLE:	Foot Health Practitioner
SALARY:	5839pa (actual)
HOURS:	8 hours per week
DAYS OF WORK:	1 day to be discussed
PLACE OF WORK	Ferndown Clinic (Victoria Road)
LENGTH OF CONTRACT	An initial 3-month contract (temporary cover) with option to extend
RESPONSIBLE TO:	Chief Executive and Trustees of Age UK Bournemouth, Poole & East Dorset
PURPOSE:	To provide an advanced foot care service to clients over 55 in a clinic setting

Main Tasks

- To provide Foot Health treatments in a clinic setting to clients over 55 such as hard skin removal, corns, callous removal etc
- To provide treatments every 45 minutes up to 8 treatments per day
- To complete an assessment of treatment provided
- To provide a foot health check and advise ongoing treatments to a podiatrist where appropriate or necessary
- To clean down after each client
- To undertake a monthly stock, and pass details to the Business Support Manager
- To clean tools via our autoclave at the end of each session
- To book appointments through our booking system
- Attend meetings where necessary
- Ensure service delivery is in line with relevant quality standards.

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.

Person Specification

	Essential	Desirable	Evidenced by
A recognised Foot Health Practitioner Qualification	X		Application/interview/references
Perform routine treatments such as hard skin removal, corns, in growing toenails etc	X		Application/interview/references
Conduct a foot care assessment	X		Application/interview/references
Excellent time management skills working on 45 min appointments	X		
Understanding the needs of older people		X	Application/interview/references
Ability to travel to our clinic	X		
Previous experience of working with older people		X	Application/interview/references
Excellent oral and written communication skills	X		Application/interview/references
Good computer skills/ email/internet etc	X		Application/interview/references
Ability to work alone or as part of a team	X		Application/interview/references
Ability to show empathy with older people and to adapt communication to the needs of the client	X		Application/interview/references
Ability to keep clear and concise written records	X		Application/interview/references
Flexibility	X		Application/interview/references
Good time keeping	X		Application/interview/references
Reliable & honest	X		Application/interview/references
Ability to keep confidentiality	X		Application/interview/references
Willingness to undertake training	X		Application/interview/references
Passionate about giving accessible, concise foot health education to clients	X		Application/interview/references
Car Driver		X	Application/interview/references
1 years' experience	X		Application/interview/references
			Application/interview/references