

<b>RESPONSIBLE TO</b>	Day Services Manager/activity Co-ordinator
<b>RESPONSIBLE FOR</b>	Supporting Clients in a day centre setting
<b>SALARY</b>	£8.75 per hour
<b>HOURS</b>	Contracted Monday, Wednesday, Friday 9.30 – 4.30
<b>OVERALL PURPOSE OF THE ROLE</b>	
<p>The <b>role</b> of the <b>specialist day service support worker</b>.is to work as part of a team to assist in personal <b>care</b> and a range of activities relevant to the individual with <b>care</b> needs. To provide emotional <b>support</b>, companionship and a safe environment for those in need of supervision and help.</p>	
<b>PRINCIPLE DUTIES AND RESPONSIBILITIES</b>	
<p>The role of the service support worker.is to work as part of a small team to assist in providing personal care and a range of activities relevant to the individual with care needs.</p> <ol style="list-style-type: none"> <li>1. To work with clients to meet their needs including personal care, social, emotional, recreational and learning needs where appropriate in accordance with their care plan or goal plan programme</li> <li>2. To provide emotional support, companionship and a safe environment for those in need of supervision and help.</li> <li>3. To assist with mobility including use of small equipment.</li> <li>4. To assist with organising and delivering a programme of appropriate &amp; achievable, therapeutic &amp; recreational activities to enhance the lives &amp; improve the well-being of clients attending the day centre</li> <li>5. To assist in developing personal activity plans.</li> <li>6. To assist in events on the programme giving regard to client health and safety, ability, comfort &amp; enjoyment.</li> <li>7. Ensure that all activities are risk assessed, and, risk assessed against the participants</li> <li>8. To provide assistance with eating / drinking as required</li> <li>9. To assist in the administration of medication.</li> <li>10. To carry out basic first aid and summon emergency services if required.</li> <li>11. To promote equality as an integral part of the role and to treat everyone with fairness and dignity</li> <li>12. To participate in the development of care plans.</li> <li>13. Complete client contact and activity records and to be responsible for safe storage following GDPR</li> <li>14. To report any concerns about abuse or the welfare or safety of a service user to the services manager</li> <li>15. Comply with all ACSOS Care policies and procedures and those of other statutory and enforcing authorities (e.g. Fire, H&amp;S, Protection of Vulnerable Adults)</li> <li>16. To comply with GDPR</li> <li>17. To undertake other duties as required, under the direction of the line manager</li> </ol>	

This list is not exhaustive and the duties and responsibilities will vary from time to time according to the needs of the day centres and the clients accessing the day centre.

### **Continual Professional Development**

- To participate in training and development appropriate to role including mandatory training
- Ensure that knowledge base is kept up to date and have an awareness of legislation and other relevant updates
- To be a positive role model with other colleagues in terms of your own continuous professional development
- To participate in identifying Key performance indicators a personal development plan, training and supervision with line manager

### **Health and safety**

- To implement, operate and maintain safe systems of work in accordance with ACSOS policies, procedures and guidance, training and associated risk assessments
- To report to your Line Manager any situations or issues for concern relating to significant foreseeable risks, incidents (including near misses) and / or accidents which give cause for concern in relation to safe systems of work (affecting your own health and safety or that of others affected by your work activities)
- To comply with the Health & Safety at Work Act 1974 and with ACSOS policy, paying particular attention to the reporting of dangerous situations
- To acknowledge own level of responsibility regarding Health & Safety
- To be responsible for own housekeeping and cleanliness including communal areas

### **General**

- To be committed to safeguarding and promoting the welfare of our clients
- Be familiar with the aims and objectives of our Specialist Day Service
- To accept that adaptability is essential and that the needs of the carers and clients come first
- To treat all carers/clients and people with care needs with respect and sensitivity, recognising the need for confidentiality in the management and sharing of information at all times
- To respect the personal choice lifestyles of colleagues, clients and people with care needs, ensuring that equal opportunities principles are applied at all times
- To comply with the Code of Conduct and ACSOS Policies and procedures
- To undertake any other duties that may be considered commensurate with the level of the post.

This job description is intended as a guide to the duties and responsibilities of the post and should not be regarded as a complete list of those required to be fulfilled under the written statement of the main terms and conditions of employment. The contents may be amended from time to time subject to developing service needs, although such amendment would occur following appropriate consultation with the post holder.

## **Specialist Day Service Support Worker**

### **Person Specification**

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<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
<b>Previous experience of working with the elderly who may dementia or other neurological disabilities.</b>		*
<b>A positive attitude to older people and commitment to provide stimulating quality activities</b>		*
<b>Good Communication skills</b>	*	
<b>Good standard of literacy skills able to complete monitoring forms and reports.</b>	*	
<b>Ability to work in a group setting as well as on an individual basis.</b>		*
<b>Ability to assist in organising activities</b>	*	
<b>Basic knowledge of IT skills</b>		*
<b>Ability to work within a small team to promote harmonious working relationships</b>		*
<b>To assist in risk assessments and developing care plans.</b>		*