

## **Statement of Particulars**

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**Job Title** Bank (Flexi) Day Care Assistant

**Responsible to** Day Centre Manager

### **Key Accountability**

- To assist in meeting the personal & social care needs of older people with Dementia
- To fully participate in the planning and delivery of activities programmes for Service Users who attend the Day Centre.
- To undertake domestic duties as required

### **Main Tasks**

1. To be aware of the “package” of care which is tailored to meet the individual client’s needs, both physically and mentally, and to react accordingly.
2. To accompany the minibus Driver and help Day Centre clients on and off the minibus when they are being transported to and from their houses.
3. To assist those Day Centre clients who require help with dressing, undressing, showering and toileting.
4. To help Day Care clients with mobility difficulties, or other physical disabilities, including incontinence. To help in the use and care of aids and other personal equipment.
5. To set tables or trays, serve meals, and assist those who require assistance with eating and drinking.
6. To report and/or record all client/carer representative and visitor comments and concerns to the Manager.
7. To read and write reports, to take part in staff and clients meetings and also in training activities.
8. To undertake other duties as designated by the Manager.
9. To ensure they keep a safe environment around their work area, to report maintenance problems swiftly and to ensure their behaviour and actions do not endanger people or property.

All Fold employees have a personal responsibility to promote and to support measures designed to create a working environment that is free from harassment or discrimination on the grounds of gender including gender reassignment, pregnancy or maternity, marital or civil partnership status, sexual orientation, race or ethnic origin, religious belief, political opinion, national identity, age, disability or whether or not they have dependants.

This job description is not exhaustive and may be amended to facilitate changes in the better organisation of Fold's activities and following consultation with the Job Holder.

Fold operates a 'No Smoking' Policy which includes the use of e-cigarettes.

## Bank (flexi) Day Care Assistant - Person Specification

<b>ESSENTIAL CRITERIA (demonstrate on application form)</b>	
1	Minimum of 6 months experience (within the last 5 years) of providing care/support in a paid or voluntary capacity.
2	Knowledge and understanding of the care and support needs of adults.
<b>DESIRABLE CRITERIA (demonstrate on application form)</b>	
3	12 months experience (within the last 5 years) of providing care/support for older people in a paid or voluntary capacity.
4	Knowledge and understanding of care planning.
5	Experience of working in a formal care setting.
6	QCF/NVQ Level 2 in Care.
<b>SPECIALIST KNOWLEDGE (tested at interview)</b>	<b>CORE COMPETENCIES - Level 1 (a selection will be tested at interview)</b>
Experience of personal care tasks	Change and continuous improvement
Knowledge of the care and support needs of older people	Working with others
Knowledge of dementia and or learning disability	Customer focus
	Managing performance
	Communication
	Valuing equality and diversity
	Developing self and others

**Please note:**

- Applicants will be required to provide confirmation of relevant qualifications / memberships at interview.
- Successful candidates will be required to register with NISCC within 2 weeks of receipt of employment offer (if not already registered).
- Fold has carried out a risk assessment into the duties performed by a Care Assistant/Support Worker and as such deems this post to be unsuitable for persons under the age of 18.
- Successful applicants will be required to complete an Enhanced Disclosure Check. Having a criminal conviction will not necessarily debar an applicant from working with the Association. Disclosure information will be handled in line with the Access NI Code of Practice and the Rehabilitation of Offenders (NI) Order 1978.
- Fold reserves the right to shortlist on the desirable criteria if necessary.