

# BIADS' JOB DESCRIPTION

## DAY CENTRE SENIOR SUPPORT WORKER

<b>RESPONSIBLE TO</b>	Day Centre Manager
<b>RESPONSIBLE FOR</b>	Managing care staff and volunteers
<b>SALARY</b>	£9.50 per hour
<b>HOURS</b>	21 hours per week

### OVERALL PURPOSE OF THE ROLE

Staff will be encouraged and supported to see their work in terms of helping people to achieve their goals and desired outcomes and not just to perform the prescribed tasks. The job description is a broad description of the duties a Senior Support Worker will be expected to perform with some examples given for what the main duties actually involve. The exact duties to be carried out for each person with dementia are not limited to those examples, these will be agreed with the Day Care Centre Manager before the Senior Support Worker begins providing support and will then be set out in a care plan. Comprehensive induction training will be provided. Staff will not work unsupervised until induction has been successfully completed. Day care senior support workers will be responsible for running the centre in the absence of the Manager.

### PRINCIPLE DUTIES AND RESPONSIBILITIES

The role of the Day Centre Senior Support Worker is to work as part of a team to provide personal care and a range of activities relevant to the person with dementia.

1. To manage a team of support workers/volunteers and to oversee the daily running of the day care centre in the absence of the Manager undertaking all appropriate tasks as agreed
2. To work with service users to meet their needs including personal care, social, emotional, recreational and any other needs in accordance with their care plan
3. To provide emotional support, companionship and a safe environment for those in need of supervision and help
4. To assist with mobility including use of wheelchairs, hoists etc
5. Accompany clients on outings, ensuring that all safety standards are met, particularly with regards to mobility, medication, continence, and ability to take direction (wandering)
6. To assist with organising and delivering a programme of appropriate and achievable, therapeutic and recreational activities to enhance the lives and improve the well being of people attending the day centre
7. Run all events on the programme giving regard to client health and safety, ability, comfort and enjoyment
8. Ensure that all activities are risk assessed, and risk assessed for the participants
9. To prepare meals and drinks and provide assistance with eating/drinking as required
10. To assist in the administration of medication, where appropriate, following training
11. To carry out basic first aid and summon emergency services if required
12. To promote equality as an integral part of the role and to treat everyone with fairness, respect and dignity
13. To participate in the development of care plans
14. Complete client contact and activity records
15. To work as a member of the team and to liaise with colleagues, relatives, care managers, therapists, GPs etc on behalf of service users
16. To report any concerns about abuse or the welfare or safety of any adult there is contact with at work to the line manager or other nominated person
17. Comply with all BIADS' policies and procedures and those of other statutory and enforcing authorities (e.g. fire, health and safety, safeguarding)

18. To contribute to the continual development and improvement of the day centre through internal and external quality improvement programmes

19. To work closely with the day care centre manager.

20. To undertake other duties as required, under the direction of the line manager

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

### **Continual Professional Development**

- To participate in training and development appropriate to the role including mandatory training
- To undertake Diploma 3 in Health and Social Care if not already held
- To undertake any relevant training
- Ensure ongoing personal development through training and participation in appropriate information sharing events
- 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 a personal development plan, training and supervision for self development and to ensure standards are maintained
- With Line Manager discuss and record own learning and devise a Personal Learning and Development Plan

### **Health and safety**

- To implement, operate and maintain safe systems of work in accordance with BIADS' 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)
- Take responsibility for the maintenance of equipment and the suitability of the premises ie: light, heating, client safety and cleanliness
- To comply with the Health and Safety at Work Act 1974 and with BIADS' policy, paying particular attention to the reporting of dangerous situations
- To acknowledge own level of responsibility regarding Health and Safety
- To be responsible for own housekeeping and cleanliness including communal areas

### **General**

- To be committed to safeguarding and promoting the welfare of vulnerable adults
- Be familiar with the aims and objectives of BIADS and promote the work of the organisation at all times
- To maintain good relationships with carers, service users, voluntary and statutory organisations, colleagues, trustees and members at all times
- To accept that adaptability is essential and that the needs of the carers and service users come first
- To treat all carers/service users 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, carers/service users and people with care needs, ensuring that equal opportunities principles are applied at all times
- To comply with the Code of Conduct and BIADS' Care 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.

Signed by Line Manager	Date
Print name	

Signed by Employee	Date
Print name	

This document is to be signed and returned to your Line Manager on your appointment and will be a point of reference for discussion during supervision sessions and at the appraisal point for BIADS. The signed copy will be retained on your personal file and a photocopy will be provided for your own use.