

Job Description

Department:	People and Communities
Division/Section:	Adult Social Care Operations
Job Title:	Care Assistant - Older People's Day Service
Post No:	
Grade:	5
Reports to:	Older People's Day Service Manager
Organisation Chart: Show immediate manager and any jobs reporting to this post.	<pre> graph TD A[Older Peoples Day Service Manager] --> B[Driver & Senior Care Assistant x x 1] A --> C[Senior Care Assistant x 1] B --> D[Driver & Care Assistant x 2] B --> E[Care Assistant x 9] C --> F[Care Assistant x 9] </pre>
DBS Check applicable?	• Basic <input type="checkbox"/> Standard <input type="checkbox"/> <u>Enhanced X</u> None <input type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? No
Line Management responsibility for:	No. of direct reports: 0 No. of indirect reports: 0

Size of budget:	None
Job Purpose:	To provide care and escort duties to the clients of the Council's older people's day service to and from their homes to the day centre and other venues, providing assistance, supervision and support as necessary. Also, to help deliver the older people's day service by providing care and support to clients with a range of complex needs and conditions, including dementia and Parkinson's – helping to reduce social isolation, improve and maintain clients' health and wellbeing and their ability to continue living in their own homes and maintaining their independence for as long as is safely possible.

Main Duties and Responsibilities:

1. To escort clients on the transport to and from their homes to the designated older people's day centre and other venues within the area, ensuring the clients seat belts are attached appropriately, providing assistance, supervision and care and support as needed throughout the journey, taking particular care when clients are embarking/alighting from the bus. Notify the day service manager promptly of any issues, incidents or concerns occurring during journeys.
2. Support the driver in procedures involving the minibus, including emergency / breakdown procedures, the safe use of the bus tailgate lift, ensuring only one client and one staff member on tailgate at any time.
3. Help to deliver the older people's day service by providing care, support and assistance to clients - including personal care and assist with taking prescribed medication, help with refreshments and meals - in a friendly, sensitive, positive, enthusiastic, kind, effective, caring and supportive way which preserves the dignity of clients, treats individuals with respect, offers personalised choice, safeguards privacy, is in accordance with the clients preferred wishes and is provided in least restrictive way possible – taking account of personal preferences, assessed needs and religious, cultural or medical needs. Assist with organising a range of stimulating, personalised and appropriate recreational, therapeutic and social activities for clients, including outings. Respond to emergencies as they arise, involving managers as appropriate.
4. Take joint responsibility with colleagues for the overall appearance, cleanliness, tidiness and security of the day centre – maintaining the highest standards of cleanliness, including some light housework, infection control practices, medication policy, food safety, and moving and handling practices. Deal with challenging behaviour and managing risks associated with dementia (including the risk of clients leaving the premises unescorted) in a professional, sympathetic and effective way.
5. Regularly monitor day service clients' general health and wellbeing, maintaining client and service records as required, and record/report incidents/accidents and contribute to client care reviews & care. Write out care plans to suit clients' individual needs, support plans as appropriate. Raise safeguarding alerts for clients as necessary and contribute to safeguarding investigations where applicable.

6. As directed by the Manager, assist with the general administration and running of the day service, with the relevant Council policies and procedures. Also comply with all relevant internal policies, procedures, legislative requirements and standards, including health & safety, exercising some discretion in these areas, and attending relevant training as necessary.

Generic Responsibilities:	<p>To carry out all responsibilities regarding the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
Flexibility Clause:	<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.</p>
Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

DATE:	January 2024	COMPLETED BY:	Dawn Williams
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