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| **Abbeyfield Ferring Society**  | **JOB DESCRIPTION** |
| **Job Title**  | Day Service Support Worker  |
| **Unit** | Community Services  |
| **Responsible To** | Day Service Session Leader  |
| **Responsible For** |  |
| **Salary** | £9.00 per hour  |
| **Hours of Work** | 13 hrs per week – 6.5 hrs per day 2 days per week  |
| **Role Category** |  Frontline Worker  |

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| **Job Requirements** |
| **Essential** | * Experience in dementia care and support
* A good understanding of dignity in care and the principles of person centered care.
* A good understanding of safeguarding and the mental capacity act.
* Satisfactory DBS Check
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| **Desirable** | * Able and willing to drive a large vehicle, such as a mini bus
* Health and safety knowledge
* First Aid qualification
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# Job Purpose:

To provide appropriate support for customers in a day service for people living with dementia, always promoting independence, wellbeing and choice.

To work alongside and take instruction from the session leader of the service to ensure that customers attending the service have a fun and enjoyable day in a safe and well organised manner.

To promote in a positive and professional manner the image of Abbeyfield Ferring Society.

**Main Duties**

* To ensure the safe operational running of a day service for people living with dementia
* To provide support and encouragement for all customers to access a range of programme activities strictly following all policies, procedures and instructions. This may mean occasional personal care as required.
* To work positively as part of a team to provide a wide range of activities and events for customers and to respond to what customers say they want
* To promote dignity and independence at all times.
* To encourage and motivate customers to join in and try new things; whilst respecting their right to refuse.
* To empower those living with a dementia to maintain their skills and self esteem and to have an empathetic approach to their carers at all times.
* To attend training, supervision and team meetings as requested

**Health and Safety**

As an employee you have a responsibility under the Health and Safety at Work Act 1974 to:

1. Take reasonable care of yourself and others at work
2. Co-operate with Abbeyfield Ferring Society to ensure the laws relating to health and safety are not broken.
3. Report any problems or concerns about health and safety to the Chief Operations Officer or a member of the Board of Trustees.

**Equal Opportunities**

Abbeyfield Ferring Society is committed to anti-discriminatory policies and practices and it is essential that the post holder is willing to make a positive contribution to their promotion and implementation.

**Confidentiality**

The post holder is required to observe strict and complete confidentiality regarding information obtained during the course of his/her duties.

**Scope of Job Description**

This job description reflects the immediate requirements and responsibilities of the post. It is not an exhaustive list of the duties but gives a general indication of work undertaken which may vary in detail in the light of changing demands and priorities. Substantial changes will be carried out in consultation with the post holder.

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| **Signature** |  |
| **Name** |  |
| **Date** |  |

 **ABBEYFIELD FERRING SOCIETY ROLES SPECIFICATION**

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| **Leadership Levels** |
| **Frontline Worker** | Applies to all staff without a direct supervisory or management responsibility working directly with or for the users of our services or within a support function. For example housekeeping assistant, care workers, support workers and administrators |
| **Frontline Leadership** | Applies to all staff with a supervisory responsibility working directly with or for the users of our services or work without direct supervision within a support function. For example, senior care assistants, senior support workers, head cook, deputy managers  |
| **Operational Leadership** | Applies to all staff with direct line management responsibility for a service, a defined group of staff and/or for a support function. For example registered managers, service managers, office managers.  |
| **Strategic Leadership** | Applies to all senior managers with responsibility for the strategic direction and operational management of Abbeyfield Ferring Society. For example, Chief Operations Officer and Trustees  |