Job Description

CASUAL SUPPORT WORKER

Beyond Dementia is committed to the provision of a range of flexible services which give people with Dementia and their carers real choice while maintaining as much independence and control over their lives as possible. We believe that:

- the interests of service users should be safeguarded at all times;
- entitlement to service should exist regardless of gender, sexual orientation, cultural, religious or ethnic background;
- the social, cultural, ethnic and religious background of all service users should be respected.

Job Title	Day Club Support Worker
Job Role	Under the guidance of the Day Club Manager and Senior Support Worker, deliver flexible and structured day care services while promoting communication and engagement in a socially enriching environment. Contribute to the development of a cohesive and committed team of staff and volunteers.
Location	Scots Lane, Salisbury, Wiltshire From time to time, you may be invited to work at other Day Care sites. While we may ask for your support at these locations, any decision to do so will be your choice.
Grade	Scale points 19 £12.82 per hour
Hours of Work	Variable – as required.
Accountable To	Beyond Dementia Chief Executive Officer on behalf of the Board of Trustees.
Responsible To	Day Club Manager

Confidentiality: The post holder will be expected to abide by Beyond Dementia's confidentiality policies. All employees are required to observe the strictest confidence with regards to any service user information that they may have access to, or accidentally gain knowledge of, in the course of their duties. All employees are required to observe the strictest confidence regarding any information relating to their work and the organisation's employees. You are required not to disclose any confidential information either during or after your employment with Beyond Dementia, other than in accordance with the relevant professional codes.

This job description lists the main areas in which you will be expected to provide support. We may need to add more specific tasks to this based on the needs and wishes of the individuals you support. This document may be subject to review and change in consultation with the post holder. It is not intended to be a contractual document.

Summary of Main Duties:

To support club members to:

- to live the life they want to lead, facilitating choice and supporting them to make decisions and take appropriate risk.
- to make each day the best it can possibly be by creating a stimulating environment that encourages individuals to explore and reach their full potential.
- to maintain their existing skills and develop new ones where possible.
- to access facilities in the local community and take part in activities outside of the club.
- to promote and assist them to look after their health when required, for example, assisting with medication management.
- to promote and assist them to look after their personal care needs when required.
- to meet their expectations of the service as identified in their care plan.
- to develop a positive and supportive relationship with family carers.

You will be expected to:

- treat the member with dignity and respect at all times.
- be accepting of members with varying capabilities.
- contribute to service reviews.
- undertake light housekeeping duties.
- undertake food preparation duties, including cooking.
- be aware of, and follow reporting procedure for, any safeguarding concerns or incidents. keep accurate records.
- attend induction and training.
- attend team meetings and supervision.
- ensure the health, safety and welfare of your service users and your colleagues.
- work as part of a team to support your colleagues to do their jobs, for example, providing annual leave and sickness cover where possible.
- work with other people as required including attending meetings (either internally or externally).
- undertake any other duties as required and that are appropriate to your grade.
- perform all duties in accordance with the organisation's policies and procedures.