



ABOUT THE JOB

Job Title: Senior Care Assistant
Reporting to: Day Centre Manager
Direct Reports: 0

Job Band:
Size of Team: 102

To provide a safe, happy and stimulating environment for the clients in a day care setting. Clients may be elderly, have physical or learning disabilities, or be socially disadvantaged. To deputise for the Centre Manager in his/her absence. To be responsible for the development and organisation of a specific area of work e.g. crafts and activities

Key Responsibilities

- To deputise for the Centre Manager in his/her absence or as required, including the completion of paperwork, liaison with key personnel and some budgetary management
- Supervise staff in their day to day duties as necessary
- To develop and organise a programme of activities suitable to the wants and needs of the Service Users.
- To maintain a stock control of resources required for crafts and activities
- To assist the Centre Manager in the development and organisation of fundraising initiatives
- To assist with personal care of Service Users e.g. toileting, feeding, etc, the serving of meals and the preparation of snacks and refreshments, and general tidying, cleaning, etc.
- Escort clients on transport: with the driver, ensure their safety at all times.
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post-holder

You will

- Be able to work on your own initiative
- Have willingness to learn and adapt new skills
- Be willing to work flexible hours and travel on occasion



BE PART OF A LIFE SAVING TEAM



Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential	Desirable
Education and Qualifications		
Educated to GCSE level or equivalent (Grade C) inc Maths & English	✓	
NVQ Level 2 in Health and Social Care	✓	
NVQ Level 3 in Health and Social Care		✓
Experience		
Experience of working in a day centre or similar environment	✓	
Experience of supervisory/management		✓
Skills, knowledge and abilities		
Excellent interpersonal skills with ability to communicate effectively at all levels	✓	
Ability to take responsibility	✓	
Ability to work as part of a team	✓	
Capable of good organisational skills	✓	
Commitment to equality of opportunity, which respects the identity right and values of each individual	✓	
Ability to use IT applications		✓

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: HR

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