



Friends Together - Care Assistant

Age UK Bury is a local registered charity which aims to improve the independence and quality of life for all older people living in Bury.

Our Friends Together service supports older people who are housebound. We offer a minibus service, a hot meal at lunch, a range of activities, outings and parties. The centres give people an opportunity to meet friends and support one another.

Job Title: Friends Together Care Assistant

Responsible To: Friends Together Organiser

Location: The day care service is located in North Bury on Monday, Prestwich on Tuesday, Whitefield on Wednesday and Radcliffe on Thursday.

Hours: 16 Hours per week.
12 noon – 4 pm (Mon-Thurs)
Some flexibility of hours to attend fund-raising events, outings or training may occasionally be required. There are opportunities on some weeks to work extra hours per week to cover for leave of other staff members.

Rate Of Pay: £8.91 per hour.

A Contributory Group Pension Scheme is available after satisfactory completion of a six month probationary period.

The Day Care Assistant will be responsible for:

1. The care, comfort and safety of the Friends Together members who may be experience physical, emotional and mental health problems.
2. The setting up of the main room for activities and clearing away at the end of the day.
3. Assisting with the serving of snacks and meals at the groups and washing up and clearing away of relevant items, adhering to all relevant food hygiene regulations and maintaining a high standard of service.


4. The organising and operation of a range of stimulating activities enjoyed by the Friends Together members.
5. Assisting the Friends Together Organiser and working as part of a team at all times with any other relevant tasks that may be required from time to time.
6. Reporting all concerns about a person's safety and welfare to the Friends Together organiser
7. Ensuring the health and safety of the clients when alighting and disembarking from the minibuses.
8. Assisting with outings, parties and special events. (On occasions, these may take place outside normal working hours for which "Time off in lieu" is allowed)

Other Duties (relevant to all posts)

- To contribute to the development of policy and good practice within Age UK Bury
- Be fully aware of the need to preserve the dignity of every individual and maintain confidentiality relating to people's personal circumstances.
- To help ensure that equality of opportunity is integrated into all working practices.
- The post holder will be expected to familiarise themselves with the Health & Safety Policy of Age UK Bury and should take regard of the health and safety of themselves, colleagues and visitors to Age UK Bury
- To attend staff meetings, supervisions, and trustee meetings as required
- To produce a work plan and progress reports as required
- To undertake training and personal development as required
- To carry out any other relevant duties as may, from time to time, be determined by the Friends Together Organiser and the management team of Age UK Bury.

Person Specification - Day Care Assistant

	Essential	Desirable
Education, Qualifications And Training		
Training for the following courses is available from Age UK Bury but it is desirable that the post holder has received training in the following: <ul style="list-style-type: none"> • In Service Course in Social Care • Moving & Handling • First Aid • NVQ Level 2 		✓
Previous Experience		
Previous experience of working with people aged 60 and over.		✓
Previous experience of working (as a staff member or volunteer) in a residential or community care setting.		✓
Knowledge		
An understanding of the emotional, social and recreational needs of older people and their rights.	✓	
An understanding of safeguarding vulnerable adults.		✓
Particular Skills and Abilities		
Effective communication skills and the ability to listen.	✓	
Good interpersonal skills.	✓	
Ability to write and record essential information.	✓	
Ability to be self motivated and use own initiative as required.	✓	
Ability to work constructively within a team.	✓	
Ability to respond to difficult, sensitive and emergency situations in an appropriate manner.	✓	
To understand and work to instructions given by Day care organiser.	✓	
Ability to solve problems.	✓	
Work Related Factors		
An understanding of, and a commitment to equal opportunities	✓	
Commitment to training and professional development	✓	
Ability to travel throughout the borough of Bury.	✓	
All appointments will be subject to satisfactory references and DBS (Criminal records) checks.	✓	

Covid19: Proof of Covid-19 vaccination is essential as part of the service is located in a care home.		
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