

Job description



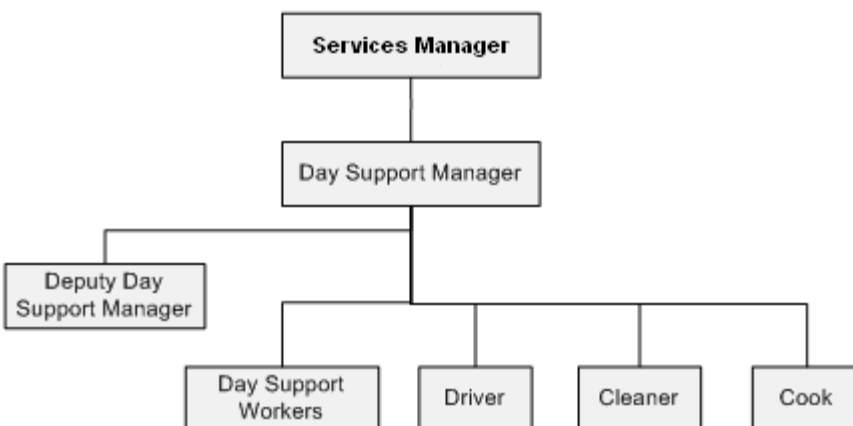
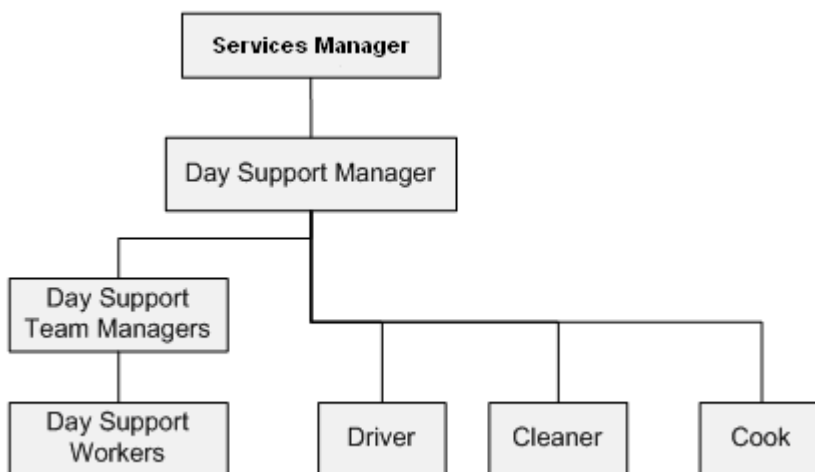
Day Support Worker

Main purpose of job

To assist in all operational aspects of the Day Support service that will be delivered to people with dementia and their carers. Day Support is sometimes called 'day services' or 'day care' and involves providing formally arranged support for a group of people with dementia in a safe and secure environment. The service may be provided at a particular centre, or may involve activities in the community such as going to the cinema or swimming.

Position in organisation

A typical Day Support service structure will look like one of the charts below:



Dimensions and limits of authority

There are no staff or budget management responsibilities associated with this post.

Duties and key responsibilities

- To take responsibility for a caseload of clients; contributing to the development of individual care plans; making appropriate risk assessments; working to complete them and helping people with dementia to achieve their potential and maximise their skills.
- As a key worker for a caseload of clients, to act as the main point of contact for those clients and their carers.
- To review and monitor the progress of clients in line with their care plans and report and recommend changes to activities as appropriate.
- To contribute to the high quality and appropriate care, support and activities are delivered as planned, to the standards required by the Society.
- To assist with therapeutic activity for clients on a day-to-day basis.
- To advise and support carers as appropriate, working in partnership with them to assist in good decision making e.g. which kind of activities would be beneficial for the client.
- To promote and maintain a good standard of care practices within the day centre
- To assist in the daily preparation up of day centres ensuring the premises are ready to receive clients safely and in comfort.
- To ensure clients are ready to safely and comfortably use transport provided and act as an escort where necessary.
- To ensure that assistance with client personal care is provided with dignity and respect.
- In line with internal and external standards, ensure dietary requirements are understood and any food or beverages are provided appropriately and carefully.
- Support clients in administering prescribed medication in line with our policies and procedures.
- To undertake any other duties or projects commensurate with the nature and grade of this post as required.

Organisational responsibilities

- To adhere to all the Society's service standards, policies and procedures.
- To comply with the data protection regulations, ensuring that information on clients remains confidential.
- To be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- To work in a manner that facilitates inclusion, particularly of people with dementia
- To implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- To administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines and reporting requirements.
- To follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

Person specification



All of the following requirements are essential, unless marked with a * when they are desirable, and will be assessed from a combination of information provided from the application form and interview process.

Education and qualifications

- NVQ Level 2 in Care or be willing to work towards this qualification

Skills and experience

- Personal or work experience in a care environment
- An understanding of dementia
- An understanding of the needs of people with dementia and their carers*
- Good listening skills
- Knowledge of relevant legislation including the Health & Safety and the Mental Capacity Act*
- An understanding of the need for client confidentiality
- An understanding of collaborative working *

Personal attributes / qualities

- Able to travel independently within the service area *
- Empathy
- Non-judgemental communication
- Commitment to and understanding of equal opportunities
- Understanding of the inclusion agenda and its relevance within a diverse society

Criminal Records Check

This post may be subject to a satisfactory criminal records disclosure from the Disclosure and Barring Service (DBS). For Northern Ireland this post may be subject to a satisfactory criminal records disclosure from Access NI. For further information on the Society's criminal records check policy email

recruitment@alzheimers.org.uk
