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# Recruitment information

## Job description and person specification

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|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Your title</b>         | Specialist Day Care Assistant                                                                                                                                                                                                                                                                                                                          |
| <b>DBS check</b>          | <p>This post requires an Enhanced Check and Adults Barred List</p> <p>Aspects of this role that require this level of check include physical assistance with eating and drinking and personal care e.g. assistance with toileting, washing and dressing.</p> <p>Please refer to the Safeguarding Vulnerable Groups Act 2006 Schedule 4 paragraph 7</p> |
| <b>Post number</b>        | PRN000263                                                                                                                                                                                                                                                                                                                                              |
| <b>Your team</b>          | Community Support Services                                                                                                                                                                                                                                                                                                                             |
| <b>You would be based</b> | At the Thames Ditton and Walton Centre                                                                                                                                                                                                                                                                                                                 |
| <b>Your line manager</b>  | Dementia Services Manager                                                                                                                                                                                                                                                                                                                              |

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## About the role

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You will be supporting carers to ensure people can live well with dementia through a range of services.

The Elmbridge Dementia Services promotes activities and support networks, operating at the heart of the community to provide a vital and attractive range of services with the focus on well-being, social and mental activities.

Through your friendly, welcoming and flexible approach you will provide care and support to all users of the scheme with the focus on carers and people living with dementia.

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## The main purpose of the role:

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- To take responsibility, working with a Specialist Day Care Assistant for the dementia group
  - To work one to one in the community for our home sitting service providing companionship and outdoor activity
  - To assist and support carers and enhance the lives of people living with dementia
  - To carry out duties working with the Dementia Services Manager and Dementia Services Support Officer
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## Specific duties and responsibilities

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- To assist in developing activities to provide stimulation with encourages individuals to participate in social and recreational activities
- To work as a team to promote social inclusion and promoting person centred care
- To assist with care as identified in care plan and from carers as agreed by the manager
- To establish and maintain an effective relationship with both clients, carer, Dementia Services Manager and health professionals
- To assist with serving lunches and refreshments and ensure adequate standards of hydration and nutrition
- To assist clients with mobility and escorting them on and off the community transport

- To support clients with personal care and if required to work
- To work in the community supporting people with dementia through companionship and supporting carers day to day
- To promote and encourage social inclusion and stimulation in home environments through the sitting service
- To provide first aid following training within the centres and complete accident report forms

To comply with Elmbridge Borough Council safeguarding adult policies and procedures

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## **What's missing?**

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Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

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## **Your conduct**

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We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

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## **Equal opportunities**

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We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

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## **Health and safety**

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We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

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## **Personal and sensitive data**

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You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

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## **Talent development**

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We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

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## **Confidentiality**

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We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

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## Person specification

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**Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.**

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

**What you need to tell us on your application form:**

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

**Specialist Day Care Assistant**  
**Team: Dementia Services**  
**Salary: SCP 8-11 £12.38-£12.85**

**Post no: PRN000263**  
**Hours: 6 hour contract**  
**Car allowance: Occasional C4**

## Qualifications and education

| No. | Key requirements                 | Desirable/<br>essential | To be tested by:<br>Application1 (A)<br>Test (T)<br>Interview (I) |
|-----|----------------------------------|-------------------------|-------------------------------------------------------------------|
| 1   | Good verbal communication skills | Essential               | I                                                                 |
| 2   | NVQ in health and social care    | Desirable               | A                                                                 |

## Experience

| No. | Key requirements                                      | Desirable/<br>essential | To be tested by:<br>Application1 (A)<br>Test (T)<br>Interview (I) |
|-----|-------------------------------------------------------|-------------------------|-------------------------------------------------------------------|
| 3   | Working with older people and those with disabilities | Essential               | Essential                                                         |
| 4   | Working with people with dementia                     | Desirable               | Desirable                                                         |
| 5   | Working with Carers                                   | Desirable               | Desirable                                                         |
| 6   | Experience of working with volunteers                 | Desirable               | Desirable                                                         |

## Knowledge, skills and abilities

| No. | Key requirements                                          | Desirable/<br>essential | To be tested by:<br>Application1 (A)<br>Test (T)<br>Interview (I) |
|-----|-----------------------------------------------------------|-------------------------|-------------------------------------------------------------------|
| 7   | Ability to work as part of a team                         | Essential               | A/I                                                               |
| 8   | Ability to communicate with older people and their carers | Essential               | A/I                                                               |
| 9   | Ability to maintain client records                        | Essential               | A/I                                                               |
| 10  | Confidentiality and discretion                            | Essential               | A/I                                                               |
| 11  | Ability to work under pressure and on your own initiative | Essential<br>Essential  | A/I<br>A/I                                                        |

|    |                              |           |     |
|----|------------------------------|-----------|-----|
| 12 | Adaptability                 | Essential | A/I |
| 13 | Flexibility                  | Essential | A/I |
| 14 | Friendly and caring attitude | Desirable | A/I |
| 15 | Driving License              |           |     |

### Special requirements

| No. | Key requirements                                                                                          | Desirable/<br>essential | To be tested by:<br>Application1 (A)<br>Test (T)<br>Interview (I) |
|-----|-----------------------------------------------------------------------------------------------------------|-------------------------|-------------------------------------------------------------------|
| 16  | An Enhanced DBS disclosure is required for this position, which can be obtained after the post is offered | Essential               |                                                                   |