

Age Concern Rotherham

Job Description

Job Title: Centre Support / Key Worker

Job Ref: **SKW01**

Purpose: To deliver services that encourage the adoption of a healthier and more active lifestyle with specific Key Worker responsibilities offering individual tailored support to named clients

Hours: 11 hours per week over 2 days with the flexibility to work up to 27.5 to cover sickness and holidays over 5 days

Salary: **£4.455.90 - £14.988.01 FTE**

Responsible to: St Ann's Centre Co-ordinator

Closing date **05 March 2010**

General Functions:

- The direct provision and delivery of services for older people within the centre, in accordance with the organisations 'statement of principles' and 'service specification'
- Acting as the Key Support Worker to named clients.
- Assessing and monitoring individual clients and their changing needs
- Implementation, updating and review of assessment/care plans for named clients on a daily basis working to CQC (CSCI) Standards
- Proactively assisting the St Ann's Centre Co-ordinator with the development and monitoring of person centred service provision
- Complying with all Organisations' Personnel Policies including Equal Opportunities Policy, Health and Safety Regulations, Complaints Procedure and Confidentiality Code of Practice.

Main Tasks, Duties and Responsibilities for:

The Centre

- Support and enable named clients in all aspects of their welfare and particularly in relation to their attendance and wellbeing whilst at the centre. In addition to take responsibility of additional clients welfare as directed by the team leader.
- Ensure that all service delivery is individually person centred and has a client led process
- Be responsible for arranging transport and informing providers of any changes to schedule in relation to named clients. In addition during times of staff absence to take responsibility of additional clients transport arrangements as directed by the team leader
- To create a welcoming and comfortable environment for clients
- Provide high quality activities appropriate to the clients ability
- Deliver motivating gentle exercise sessions.
- Be proactive in the creation of stimulating social and leisure opportunities for clients in consultation with clients and St Ann's Centre co-ordinator
- Be prepared to act up as team leader during holiday and sickness
- Prepare and provide nutritional, healthy meals and refreshments to clients
- Ensure a high standard of hygiene and cleanliness throughout the centre at all times
- On a rota basis take responsibility for the laundry created by the centre
- Implement all aspects of the organisations health and safety policies, emergency and fire procedures including assisting with fire drills

The Client

- Take responsibility as the named support worker to individual nominated clients.
- Nurture and maintain at all times a professional relationship with clients and staff.

- Understand client individuality and be responsive to their changing needs
- Maintain, develop and enhance the independence skills of clients
- Provide emotional and practical support to clients
- Act as an advocate for the individual where appropriate
- Support and encourage clients to be actively engaged and contribute towards the ongoing development of the centre and its services
- Create and develop new activities for clients based on their individuality
- Ensure that all possible and appropriate leisure and hobby activities as requested by clients are pursued and if suitable undertaken
- Actively promote social activities based upon the planned weekly/monthly client activity programmes as specified by the St Ann's Centre Co-ordinator
- Maintain clear accurate records and client information.
- Assist clients to meet their personal hygiene needs whilst at the centre in a sensitive and appropriate manner

Personal

- Maintain professional knowledge and competence
- At all times conduct oneself in a professional manner
- Comply with the organisations policies and procedures
- Liaise with the St Ann's Centre Co-ordinator on a day to day basis
- Undertake any training considered essential and/or relevant to the post.
- Undertake such duties as from time to time may be required and which reasonably fall within the remit of this post including providing leadership at other Centres as they develop

This post is subject to an enhanced Criminal Record Bureau Check
 Please send a SAE to
 Age Concern Rotherham

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or email
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