

J O B D E S C R I P T I O N

Support & Activity Worker AGE UK PLYMOUTH

1. SUMMARY

To assist in all aspects of the care of older people using Age UK Plymouth's Day Centre and to deliver activity sessions for older people in community and care providers premises across the City of Plymouth.

Your role will involve working as part of a team, working closely with our management team, clients, families, and friends of the people you are supporting alongside other health and social care professionals to ensure people are supported to lead the lives they choose. Your role will also involve delivering activity sessions independently with the assistance of volunteers, where applicable.

Working within the agreed guidelines, policies and procedures and following instructions as determined by senior staff.

2. DUTIES

- a) To assist in the care and wellbeing of the service users.
- b) To support the provision of activities for service users, including the promotion of both mental and physical activities, this may include outings and would be primarily be under the direction of the Senior Support Workers.
- c) To plan and deliver innovative, stimulating and engaging community sessions considering the health and wellbeing of all clients attending. This may include outings and would be under the direction of the Senior Support Workers.
- d) To carry out support tasks as described in individuals support plan or as instructed primarily by the Senior Support Workers.
- e) To build positive, professional relationships with service users and other members of the support team. Work closely with volunteers and attend any meetings as required.
- f) To support and enable service users to maintain a healthy diet.
- g) To support and enable service users to engage appropriately with other professionals and individuals interested in their health and wellbeing.

- h) To report immediately any changes in their client's patterns of behaviour or other significant events to the Senior Support Workers and where working in a care home or other external setting, to the appropriate member of the setting's staff.
- i) To maintain records in relation to service users including ensuring that all observations and actions are accurately and objectively recorded into the care plan and other relevant documentation. This will include inputting data on to the Age UK Plymouth CRM system.
- j) To attend supervision and training as required and to maintain confidentiality.
- k) To provide support to carers as appropriate and as required.
- l) To alert the relevant manager(s) in regard to any issues or incidents which compromise the safety of self or others and/or are considered to be a safeguarding issue.
- m) To perform specific delegated duties / responsibilities as delegated by the Senior Support Workers.

3. GENERAL

- a) To assist with Age UK Plymouth functions held at our centre and other venues, as required.
- b) To comply with the Charity's Health and Safety policies and other relevant policies and procedures as contained in the Employees Handbook and as appropriate to the post.
- c) To assist and take part in the Charity's profile raising and charitable events.
- d) To undertake any training considered appropriate to the post.
- e) To undertake such other duties as are reasonably appropriate to the post.

4. UNDERTAKING

I understand and accept my responsibilities, as outlined, for the post of Support & Activity Worker for Age UK Plymouth.

I accept the conditions of service.

Signed _____ Date _____

Name _____ (please print)