**Swansea Carers Centre**

**Job Description**

***Title*** Day Care Support Worker

***Location*** Ty Conway, 1 Brenig Road, Penlan, Swansea, SA5 7BE

***Hours*** Flexible

***Salary*** £8.91 an hour

***Annual Leave*** 26 days pro rata and customary bank holidays

***Travel Expenses*** 45p per mile

***Reporting To*** Ty Conway Lead Workers

***Closing Date for Applications: Monday 06 December 2021***

The post is subject to a probationary period of 6 months. The successful applicant will be subject to an enhanced C.R.B. disclosure.

### Accountability

To the Director and Board of Trustees of Swansea Carers’ Centre.

**Purpose of the Post**

To provide care and support to those attending Ty Conway Day Centre.

**Main Areas of Responsibility**

* Ensure that new service users are welcomed to the Centre
* Ensure the implementation of the care plan provided by the Caring Break Service Manager and assist in reviews as appropriate.
* Ensure the completion of the daily report for each service user.
* Report any concerns regarding service users or their carers to the lead worker.
* On arrival check the daily diary sheet, ensure that the latest care plan is reviewed by staff and volunteers, including volunteers who arrive later in the day.
* Welcome all visitors on a daily basis and their carers, if appropriate.
* Ensure that visitors transported by taxi are escorted safely to and from Ty Conway.
* Ensure all visitors are seated in appropriate chairs, their coats and any belongings stored safely. This includes using appropriate manual handling techniques.
* Provide personal care as necessary to ensure the continued high quality of the project and its commitments are met.
* Ensure refreshments are available on the visitors’ arrival and at agreed times throughout the day.
* Ensure staff and volunteers are aware of each visitor’s dietary requirements such as diabetes or soft diet and that meals are served in line with dietary requirements
* Arrange for the collection and payment of lunch, and the return of the lunch trolley to Rose Cross.
* Assist in the planning and running of meaningful activities.
* Encourage, motivate and empower visitors to participate in the activities programme either in a group or on an individual basis.
* Direct, advise and support the day care volunteers..
* Ensure visitor safety at all times.
* Ensure visitor confidentiality is maintained.
* Ensure that accurate and timely recordings are maintained at all times

**General**

* To participate as a member of the staff team, attending team meetings and other Swansea Carers’ Centre meetings as required.
* To work at all times within the philosophy and policies of Swansea Carers’ Centre.
* To comply with the Health & Safety at Work Act 1974 and with Swansea Carers’ Centre policy, paying particular attention to the reporting of dangerous situations.
* To respect the personal choice and lifestyles of colleagues, carers and people with care needs, ensuring that Equal Opportunity and Diversity principles are applied at all times.
* To ensure confidentiality is maintained at all times.
* To comply with the Code of Conduct.
* Participate in regular supervision and share responsibility for professional development.
* To undertake any other duties that may be considered commensurate with the level of the post.

**Person Specification**

### Essential Knowledge, Skills and Experience

Understanding the needs and problems carers experience when caring for an elderly family member who is mentally and/or physically frail.

Knowledge/experience of the care of elderly people who are experiencing some mental health problems.

Willingness and ability to provide “hands on” care.

Ability to work as part of a team and on your own.

Listening skills.

Flexible attitude to working practices.

A sense of humour.

## Desirable Knowledge ,Skills & Experience

Experience of working in Day Care settings.

Experience of working with/managing volunteers.

Ability to drive and have access to a car.

Computer Literate.

Welsh speaker.