

JOB DESCRIPTION – CARERS SUPPORT WORKER (DAY CLUB)

Job Title:	Carers Support Worker (Day Club)
Salary:	£13,759.20 per annum, pro rata (21 hours per week) Full-Time Equivalent (35 hours): £22,932 per annum
Hours of work:	21 hours per week. Happy to discuss working days and hours. (This may include unsociable hours including working evenings and weekends.)
Contract Type:	Permanent
Office base:	The Carers Centre, Lewis Place, North Muirton, Perth, PH1 3BD
Service:	Dayclub (Carers Services)
Responsible to:	Registered Manager (Day Club)
Responsible for:	No direct reports

Background

PKAVS is a leading charity in Perth & Kinross, enhancing lives and connecting communities through diverse services in the areas of Carers, Mental Wellbeing, Third Sector support and Volunteering. Every year PKAVS enhances the lives of over 5,000 local people, helping them to overcome barriers and achieve their goals.

Our Dayclub offers carers an opportunity to take a break from their caring role safe in the knowledge that the person they care for will be well looked after and supported. The support offered to the cared for person by the staff of the day clubs allows their carer the opportunity to have a life beyond their carer's role.

The Dayclub allows the cared for person to get a change of scenery, a chance to meet new people and make new friends. They are involved in fun activities each day including regular visits from our 'music man,' day trips out, longer residential breaks away, arts & crafts sessions, bingo, bowling and much more besides. Cared for clients who attend also receive a freshly prepared, nutritious three course meal prepared by our cook in the day centre kitchen. It is a warm and friendly environment which is created by the team of staff and volunteers and of course our clients who attend.

The Dayclub is attended by adults of all ability groups who do not have complex care needs. It is a place where people can engage in several different activities and outings and encourages people to act as independently as possible.

We are seeking additional staff as the number of new referrals being received and requests by existing clients for multiple days means we need a bigger staff team. These requests are because of the positive reputation the day services have with professionals and because of the positive experience cared for people have whilst attending.

Why work with us?

We believe in looking after our staff. Here are just some of the benefits of joining PKAVS:

- ✓ Enhanced company sick pay.
- ✓ Pension scheme contributions.
- ✓ Access to the Employee Assistance Programme for mental and physical wellbeing.
- ✓ Blue Light Card discounts.
- ✓ Flexible and family friendly working arrangements.
- ✓ Ongoing training and development.

About the role

The carers support worker should be able to demonstrate an awareness and understanding of the needs of carers and the cared for individuals the service supports. Ideally, they will have experience of working with those who may be disabled, elderly, frail or living with dementia.

The successful candidate must have a flexible approach in developing a supportive environment for everyone involved with the day club. They must be able to work within an often-busy team to make sure that the Dayclub best meets the needs of the service users who attend.

Training will be provided in order to work within the required standards of the Care Inspectorate and the SSSC Codes of Practice.

Key Objectives

1. To ensure that the high quality and appropriate care, support and activities are delivered as planned.
2. To promote and maintain an excellent standard of care practices within the day centres.
3. To assist in the daily preparation, administration and organisation of the day centre ensuring that the premises are ready to receive clients safely and in comfort.
4. To support with picking up and dropping off service users in PKAVS transport – Holding a D1 driving licence is essential. The ideal candidate would hold a MIDAS Certificate, however training can be provided for those willing to work towards this.
5. To be a key worker for clients and provide high quality person centre care planning and support to clients who attend the Day Centres.

Duties and Responsibilities

1. To prepare, review and monitor Person Centred care plans.
2. To be responsible for ensuring a safe environment for any person who may be working in, attending, or visiting the day club.
3. To undertake any personal care for those service users who require assistance.
4. To be aware of each service user's needs in relation to care, medication and specific disabilities.



5. To assist service users during lunch and supporting those who request or require assistance.
6. To initiate and undertake activities with service users and to involve service users, staff, and volunteers in organising events, outings, and activities when appropriate.
7. To maintain records and ensure associated administrative functions are undertaken as appropriate, particularly in relation to Health & Safety, complaints and identified problems or concerns in relation to those cared for.
8. To work with and support volunteers to be involved in the provision of the service.
9. To work cohesively with other staff involved in the provision of day services to ensure carers are afforded appropriate access to day club respite and that services meet stated values and agreed standards.
10. Occasional driving of the PKAVS minibus within Perth to transport service users.

This job description is not an exhaustive list of tasks, and the post holder may be asked to undertake any other reasonable duties in connection with their post.

Person Specification

		Essential	Desirable
Qualifications			
1	SVQ Level 3 in Social Care.		✓
2	Driving licence.	✓	
Experience			
3	Experience of working within the voluntary sector.		✓
Knowledge & Understanding			
4	Understanding of issues affecting unpaid carers.	✓	
5	Awareness of Health and Safety processes and procedures.	✓	
6	Awareness of the Carers Legislation would be ideal, but it's not essential as full training will be provided.		✓
Skills & Attributes			
7	Able to show sensitivity towards the needs of others.	✓	
8	Able to use own initiative and plan, organise, and prioritise own workload efficiently.	✓	
9	Able to demonstrate effective skills in written and verbal communications, including interpersonal skills.	✓	
10	Able to work independently and as part of a team.	✓	
11	Able to work within monitoring and evaluation frameworks.	✓	
12	Able to approach work in a positive, flexible and solution focused manner.	✓	
13	Able to self-motivate.	✓	
14	Able to build strong internal and external relationships.	✓	
15	Able to travel independently in the course of your work.	✓	
16	Able to carry out work using Microsoft Office programmes, Outlook for email and accessing the Internet.		✓

Additional Information

Employer:	The post-holder shall be employed by Perth & Kinross Association of Voluntary Service Ltd. (a registered charity in Scotland SC 005561).
Location of Work:	This post will be based at the PKAVS Carers Centre, Lewis Place, Perth PH1 3BD, or other sites/services as required by the organisation.
Responsible To:	Registered Manager (Dayclub).
Probation:	This post carries a 6-month probationary period.
Induction:	A planned Induction Programme will be offered together with relevant job specific training.
PVG (Protecting Vulnerable Groups):	This post requires an enhanced check through PVG (Protecting Vulnerable Groups).
Offer of Employment:	An offer of appointment will be made subject to two satisfactory references, PVG check, and eligibility to work in the UK.
Support and Supervision:	The post holder will receive regular support and supervision carried out by the Dayclub Manager.
Holidays	<p>PKAVS determines annual leave entitlement in hours and not days to ensure equity for all employees by ensuring that staff who work variable hours/shifts do not receive either more or less leave than colleagues who work a standard shift pattern.</p> <p>On appointment - 238 hours</p> <p>Equivalent to 34 days (28 days annual leave and 6 public holidays)</p> <p>After 2 years - 252 hours</p> <p>Equivalent to 36 days (30 days annual leave and 6 public holidays)</p> <p>After 3 years - 273 hours</p> <p>Equivalent to 39 days (33 days annual leave and 6 public holidays)</p> <p>Please note that annual leave hours stated above are based on you working full-time. This will be calculated on a pro rata basis for part time staff.</p>
Pension Scheme:	PKAVS Ltd operates an auto enrolment pension scheme.

PKAVS is an Equal Opportunities employer.