



THE BROOMHOUSE CENTRE
& ENTERPRISES



LOTTERY FUNDED

THE BROOMHOUSE CENTRE

JOB DESCRIPTION

Position:	Care Assistant (Beacon Club)
Responsible to:	Project Manager
Based:	The Broomhouse Centre, 79-89 Broomhouse Crescent, Edinburgh, EH11 3RH
Salary:	£8.45 per hour
Hours:	Wednesday - 7 hours per week

AIMS OF THE ROLE

- To assist the Project Manager and the Senior Care Assistant with the day to day running of the Beacon Club.
- To report concerns about the protection of vulnerable adults e.g. home situations, to the Project Manager and the Senior Care Assistant.
- To monitor client's physical and mental condition and report on them to the Project Manager and the Senior Care Assistant.
- To prepare brief written reports as requested by the Project Manager.
- To be committed to the Beacon Club and Broomhouse Centre values and it's statement of rights, risks and responsibilities.

KEY TASKS

- To help maintain the quality of life for people with dementia by identifying and attending to their physical, social and emotional needs.
- To work effectively in ways which enable clients to feel safe and be safe during periods of confusion, and to help clients re-orientate themselves.
- To encourage, as far as possible, independence in clients, and to promote opportunities for individual choice and decision making. To be familiar with the Beacon Club's philosophy and it's statement of rights, risks and responsibilities.
- To listen to and take an interest in the lives and experiences of clients, and show understanding and respect for the value and dignity of their lives, despite the effects of the illness.
- To assist in providing a safe environment for clients and other club users during club hours in line with health and safety regulations. This includes helping keep the Beacon Club cupboards clean and tidy.
- An ability to work within organisation's policies including the Protection and Confidentiality of vulnerable adults.
- To work in a positive way to support and give guidance to other team members who will include club volunteers.
- Any other task as deemed necessary by the Project Manager/Chief Executive Officer.

PRACTICAL TASKS

- To escort clients on journeys between the club and their homes on Beacon Club transport.
- To participate in the planning and running of an activities programme.
- To assist with serving at meal times and to help maintain good food hygiene standards.
- To assist with toileting and to encourage self-care; to deal with occasional incontinence, while reporting to the Project Manager any concerns about increases in support needs.
- To assist the Project Manager in monitoring evaluation process using appropriate evaluation tools.
- To assist in setting up the venue.
- To assist the Senior Care Assistant and Project Manager in monitoring and evaluation process using appropriate evaluation tools.

QUALITY ASSURANCE

- Ensure that the interests of elderly people and their families and carers are at the forefront of all your activities.

PROFESSIONAL RESPONSIBILITIES

- Ensure that your professional knowledge in general and your practice in particular meet the highest standard.
- Ensure you keep abreast of current research and practice development in your area, bringing relevant issues to the attention of your supervisor
- Understand fully the requirement for confidentiality in all areas of your work.

SUPPORT AND SUPERVISION

- Report to Project Manager on a regular basis.
- To undertake Support & Supervision with the Project Manager
- Attend and be involved in Broomhouse Team Meetings & other staff meetings as required.