**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, **plus** an additional 7 hours on either Monday or Thursday

**Purpose of Job**

* To assist the Senior Care Assistant and Project Manager with the day to day running of the Beacon Club.
* To report concerns about home situations to the Senior Care Assistant and Project Manager.
* To monitor client’s physical and mental condition and report on them to the Senior Care Assistant and Project Manager.
* To prepare brief written reports as requested by the Project Manager.

**General 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.
* To maintain confidentiality at all times.
* 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/Centre Manager.

**Practical Tasks**

* To escort clients on journeys between the club and their homes.
* 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.
* 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 evaluation process using appropriate evaluation tools.

**Staff Development**

To participate in training as required by the Beacon Club staff training plan and in training as required of all Broomhouse Centre staff and also to develop and interest in issues relating to the work.

**Support & Supervision**

The Care Assistant will be guided by the senior Care Assistant and responsible to the Project Manager but will be ultimately accountable to The Broomhouse Centre Board of Trustees.