**SHANKILL PARISH CARING ASSOCIATION**

**PALMS DAY CARE**

**JOB DESCRIPTION**

**Job Title** Part Time Day Care Support Worker.

**Hours** 21 hours per week, three days per week Wednesday, Thursday & Friday.

9am to 4pm daily.

**Location** Palms Day Care**,** The Jethro Centre, SPCA, 6 Flush Place, Lurgan, BT66 7DT.

**Reports To** The Registered Manager PALMs Day Centre.

**Accountable To** Jethro Centre Manager and the SPCA Board.

**Hourly Rate** £12.21 per hour.

**KEY DUTIES/RESPONSIBILITIES**

1. To assist with the smooth operation of PALMs Day Centre for isolated older people. To work as part of the PALMs team, supporting the Manager to plan, develop and implement individual and group programmes e.g. reminiscence, orientation, life story work (Person Centred Planning) and therapeutic arts and crafts designed to enhance and maximise clients’ capabilities and independence.
2. To observe and report on the progress/behaviour of clients for wellbeing and regulatory purposes.
3. Assist the Manager by participating in monitoring and reviewing individual and group programmes of care and maintain records as required by RQIA/SPCA.
4. Help ensure the premises are laid out for the various activities and cleared away again when required.
5. Help serve food and clearing away.
6. Be conversant with and able to administer basic first aid. Be aware of individual client risks according to their care plans and ensure the safety and wellbeing of all clients to the best of your ability.
7. Help maintain adequate supplies and equipment used within PALMs.
8. To assist with personal care duties to meet the physical and personal needs of the clients (this can include toileting and routine therapies).
9. Escort duties on transport of clients to and from the Centre on the SPCA minibus or substitute travel arrangements.
10. Help with any other reasonable duties which may be required from time to time.
11. Participate in mandatory training.
12. Participate in strategic planning initiatives and contribute to the planning and development of the day care centre.
13. Participate in relevant courses and meetings.
14. Ensure that the procedures of SPCA are adhered to in respect of e.g. Health and Safety, RQIA Regulations, SPCA Policies and Procedures (inc. staffing) and NISCC.

**GENERAL REQUIREMENTS**

The post holder will be required to:

1. Co-operate fully with the implementation of the SPCA’s Health and Safety arrangements, reporting accidents/incidents/equipment defects to his/her manager, and maintaining a clean, uncluttered and safe environment for clients, members of the public and staff.
2. Adhere at all times to SPCA’s policies, codes of conduct, including for example:

* Smoke free policy and Standards for attendance, appearance and behaviour.

1. Comply fully with the SPCA’s policy and procedures regarding records management, as well as the Data Protection Act, accepting legal responsibility for all manual or electronic records held, created or used as part of his/her duties, and ensuring that confidentiality is maintained at all times.
2. Take responsibility for their own ongoing learning and development. Reviews/appraises, in order to maximise their potential and continue to meet the demands of the post. Maintain registration on NISCC Register and meet registration requirements.
3. Represent the SPCA’s commitment to providing the highest possible standard of service to clients and members of the public, by treating all those with whom he/she comes into contact in the course of work, in a pleasant, courteous and respectful manner.
4. Understand that this post may evolve over time, and that this Job Description will therefore be subject to review in the light of changing circumstances. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

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**PALMS DAY CARE**

Expressions of interest/Individual applications are invited for candidates willing to work as a Day Care Support Worker for Palms Day Care.

**Personal Specification**

**Essential Criteria**

**Applicants must have:**

2 years experience of working in a caring role ORQualification in a social care environment (NVQ level 2 or equivalent/ Social work / Nursing).

Excellent communication skills and the ability to be a good team player as part of the well-established Palms Team.

The sensitivity and energy required to provide a trusting, stimulating and varied lifestyle for our clients.

Ability to work towards the needs of the service as well as a genuine desire to make a real difference to older people’s lives.

A basic qualification in numeracy and literacy (GSCE or equivalent) due to the observation and reporting duties of the position.

Mandatory training will be provided, and any appointment will be dependent on successful NISCC registration, successful Character references and ACCESS NI checks.

**Desirable Criteria**

Previous care/support work experience with a similar client group is desirable.

Experience in delivering a Planned Programme of activities.

The Board of Directors reserve the right to enhance the criteria if so required.

Position is available from 13 June 2025 onwards.