

# HILS Dementia Club Activities Assistant

## PART 1: JOB DESCRIPTION

<b>Job Title:</b>	Dementia Club Activities Assistant
<b>Location:</b>	Jubilee Centre, St Albans, AL3 5BU
<b>Salary:</b>	£8.75 per hour
<b>Hours of Work:</b>	16.5 hours per week: Tuesday, Wednesday, Friday (Flexibility around set days can be negotiated)
<b>Responsible to:</b>	Team Leader – Dementia Clubs
<b>Responsible for:</b>	No direct line management responsibility.
<b>Contacts:</b>	Internal and external customers and stakeholders; clients; Team Leader - Independent Living Operations; families and carers of clients
<b>Role Summary:</b>	
<p>The primary function of this role is to support the Team Leader in providing engaging, stimulating and fun activities for the club members throughout the day. The Activities Assistant will offer caring support to clients and their carers.</p> <p>This position requires a great deal of creativity and flexibility. The Activity Assistant must be able to provide supervision for clients when necessary, and ensure clients are kept safe during activities. This includes strict control of items which could be potential safety hazards.</p> <p>The Activity Assistant is responsible for keeping our clients socially and cognitively engaged through recreational exercises. They must ensure that scheduled programming is carried out according to the posted schedule at all times. The Activity Assistant is responsible for keeping the Team Leader informed on needs of the program and/or changes in the clients' ability to actively participate in the club.</p>	
<b>Principle Responsibilities</b>	
<b>Key Responsibilities:</b>	
<b>Planning and organising:</b>	
<ul style="list-style-type: none"><li>• To assist the Team Leader with the delivery of stimulating activities which are suitable for adults with mild to moderate dementia.</li><li>• To support the Team Leader in ensuring that the clubs are well-organised and that all arrangements are communicated clearly to the club members, staff and carers.</li><li>• To demonstrate appropriate daily planning skills to ensure the posted activity schedule is followed with minimal exceptions.</li><li>• To ensure provision of structured activities to maintain a reassuring and consistent routine.</li><li>• Notify the Team Leader if more supplies are required for posted activities, and to purchase as necessary using the relevant purchase card and adhere to the</li></ul>	

monthly budget.

- To assist the Team Leader with planning of special events, holiday, birthdays, and so forth.
- To plan aspects of the Activity Program for up to 12 clients in the absence of the Team Leader.
- To provide cover for the Team Leader during holiday or sickness (overtime paid for additional hours if required).
- To participate in planning and coordinating activities and confidently delivering these sessions as and when required
- To maintain accurate, timely, and reliable records in relation to your duties.
- To attend all mandatory staff meetings and required training.
- To assist the Team Leader in collecting relevant data about the club, its outcomes and success

### **Supporting Clients:**

- To help provide regular refreshments to clients, including lunch.
- To engage and assist clients during activities, quizzes, games and arts and crafts.
- To accompany clients when required/ requested to leave the main activity room. To and from the restaurant area, toilet breaks and when requested to and from provided transport.
- To communicate and listen to clients, engaging and reassuring them if necessary.
- To arrange community transport for club members if required.
- To assist with community transport for club members as required.
- To provide feedback to the Team Leader regarding clients' needs, risks and development of their dementia where necessary.
- To have full understanding of the purpose of the club and be able to communicate this effectively to club members, carers, staff, volunteers and other stakeholders.
- To ensure paperwork is completed accurately on a daily basis, including completion of the club members' daily logs and attendance registers.
- To read and take note of all client information including: daily progress notes, likes and dislikes, and flow sheets, when determining appropriate activities for the club members.
- To adhere to program guidelines in response to club members' behaviours.

### **Other responsibilities:**

- To ensure that all dealings with staff and the public are conducted within HILS' equal opportunities framework.
- To comply with all relevant legislation to ensure effectiveness in the role.
- To have regard for the duty of care of information (with particular reference to the Data Protection Act) gained during the course of employment that relates to other employees, the public, contractors etc.
- To ensure excellent standards of customer care and service are maintained when dealing with members of the public and internal customers.
- To preserve and enhance Health and Safety legislation. They must familiarise themselves with the health and safety aspects of their work and avoid contact which would put the health and safety of themselves or others at risk, including visitors, members of the public.

- To work in a manner that facilitates inclusion, particularly of people with dementia.

**Important note:**

This is not a complete statement of all duties and responsibilities of this post. The jobholder may be required to carry out other duties as directed by the TL-DC and other members of the Leadership Team, the responsibility level of which should not exceed those outlined above.

## PART 2: PERSON SPECIFICATION

### Qualifications & Job Requirements:

**Essential:**

- Ability to understand written and verbal English
- The right to work in the UK

**Desirable:**

- Full manual driving licence

### Skills, Knowledge, and Experience:

**Essential:**

- Excellent communication skills.
- High level of creativity.
- Ability to form positive working relationships with clients and their carers, within boundaries.
- Ability to support clients with a range of needs.

**Desirable:**

- Experience working with the elderly and people with dementia.

### Personal Qualities:

**Essential:**

- Interest in working with the elderly and those with dementia.
- Flexible, positive approach
- Reliable

## PART 3: VALUES, BEHAVIOURS AND EQUAL OPPORTUNITIES

### HILS' Values and Behaviour Statement:

Our values are fundamental to the way our organisation works and underline our expectations of all of us. Our values are based around the most important parts of our business: **Caring** for our clients; working for Hertfordshire's **communities**; being **cost-efficient**; working **conscientiously**; **communicating** effectively and developing **creative** new services. Our clients have high expectations of our services, and as such, we expect everyone who works for HCM/HILS to share and act on our values.

### HILS' Equal Opportunities Statement:

We do not discriminate against staff on the basis of their gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age (protected characteristics). The principle of non-discrimination and equality of opportunity applies equally to the treatment of former staff, visitors, clients, customers and suppliers by members of our current workforce.