

YPWD (Berkshire) CIO

JOB DESCRIPTION AND PERSON SPECIFICATION

NAME OF POST	Assistant Project Respite Worker
DURATION	12 month contract
HOURS	37.5 hours per week
ARRANGEMENT OF HOURS	Monday to Friday 9am to 5pm
SALARY	£22,117 per annum
ACCOUNTABLE TO	Services Delivery Manager
BASE	<p>Due to the requirements of this role you will be working from various locations, as follows:</p> <p>Indigo House, Wokingham (Head Office) In the community At your home At any <i>YPWD Berkshire</i> listed 'touch down' stations</p> <p>In addition, the organisation may open new locations from which you may also be expected to work if these are within a 20 miles radius of the Head Office.</p> <p>The specific detail of how much time is spent at each location will be as discussed and agreed with your line manager as required.</p>
SPECIAL CONDITIONS	<ul style="list-style-type: none"> • 3 months' probation period • Clinical supervision will be provided • Supervision and training are provided • Travel across the county is required, for which mileage expenses are reimbursed
GENERAL CONDITIONS	See Appendix 1
COVID-19 INFORMATION	As a result of the global pandemic the charity has migrated many of its support services online, with our team working from home where they are able to. If we can provide face to face services as guidelines change you will be provided with the necessary equipment and guidance to safely undertake your duties.

DEADLINE FOR APPLICATIONS	5pm Monday 19 October 2020
INTERVIEW DATE (only shortlisted candidates will be invited for interview)	Week commencing 2 November 2020 <i>please note interviews may take place on live video owing to current restrictions</i>

1. INTRODUCTION/CONTEXT

Younger People with Dementia (Berkshire) - more commonly known as YPWD - is a charity based in the county of Berkshire. The aims of the organisation are to support younger people with dementia (that is, people of working age) across the full range of their needs, from support at the time of initial diagnosis to ongoing help with activities and day-to-day living. The needs of younger people are in many ways different from the needs of older people who develop dementia, and there is little or no direct support for them within the statutory services.

This post will help us meet our core objective, to provide meaningful activity to those with young onset dementia. The post holder will work closely alongside existing services who offer a range of services to this client group.

2 JOB PURPOSE

As part of a team you will provide a suite of well-run and planned activities, workshops and support groups, throughout the working week across Berkshire to people living with a diagnosis of young onset dementia. These workshops and activities are varied and risk positive, operating throughout the year, they include: art, cooking, equine therapy, Katakanaing, sport and many more. They are selected as they are age-appropriate and provide therapeutic benefit to people living with young onset dementia. You will be part of a team delivering our mission to give individuals the best life that they can have with dementia.

3 THE ROLE

Main Duties and responsibilities

1. Support individuals where possible to boost self esteem and confidence, to learn new skills whilst promoting choice and independence through our services.
2. Plan, prepare, risk assess and evaluate such activities/workshops and one to one support for both face to face work and on live video platform support.
3. Provide full proactive, active and reactive support to service users through use of suitable evaluation tools and steering groups. Continually review respite programmes and adjust accordingly to the needs of users accessing the service.
4. Establish good working relationships with existing organisations that already offer respite to people with young onset dementia in the local area.
5. Ensure the service offered is always user friendly, age appropriate, activity based, stimulating and where appropriate research based.
6. Where the need is identified support the person with young onset dementia through one to one activity either at a suitable venue or on video-call.
7. Be flexible in the planning, running of workshops and be willing to work some weekends and evenings.
8. Ensure that both written and verbal communication conforms to the highest professional standards at all times and maintains the dignity and respect of service users.

9. Ensure ongoing assessment and management of risks associated with the service users within an attitude of 'positive risk taking'.
10. Attend regular supervision with line manager.
11. Demonstrate responsibility and leadership for promoting and championing all aspects of equal opportunities by valuing diversity in all areas of work.
12. To undertake general administrative duties where required.
13. To regularly complete and update service users' records.
14. To complete mandatory training requirements as and when directed
15. Undertake any other duties in order to meet personal, team and organisational objectives following consultation with your line manager.

4 PERSON SPECIFICATION

REQUIREMENTS

Qualifications and Education

- To have or be willing to work towards NVQ L3 Health and Social care or equivalent.

Essential

- An ability to work alone and as part of a team.
- Experience of working with other community organisations.
- Experience of working with persons with dementia and their supporters/ carers.
- An ability to communicate effectively both orally and in the written form.
- Strong interpersonal and communication skills.
- Good listening skills.
- Experience of using information technology for a range of different purposes.
- An ability to foster positive internal and external relationships.
- Excellent organisational skills with an ability to manage own time effectively.
- Demonstrate a commitment to respecting and valuing service users' perspectives and choices.

Desirable

- Up to date knowledge of clients' needs and experience.
- Knowledge about dementia and how this can affect individuals' day to day life, relationships and family and support networks.
- Knowledge about young onset dementia and how this can affect individuals' day to day life, relationships and family and support networks.
- Awareness of the issues around working with vulnerable adults and the boundaries of professional relationships.
- Experience in having facilitated group sessions.

Personal Attributes

- Commitment to developing practice in self and others.
- Being prepared to work flexibly to meet the needs of people that use our services and the organisation.
- Able to travel throughout the Berkshire area.
- Self motivation and a strong initiative.
- Outgoing personality, agile with the ability to adapt and thrive during change
- Problem solving skills.

Other

Clean driving licence and able to provide a roadworthy vehicle insured for business purposes. Mileage allowance payable in accordance with YPWD policy.

5 EQUALITIES

YPWD (Berkshire) is committed to openness and equality of opportunity in every activity, from the way we employ staff to the way we deliver services. It is a central responsibility of members, managers and employees of the charity to ensure that every individual that we come into contact with is treated with dignity and respect. A copy of the full Equal Opportunities Policy will be given to all staff, and a briefing on the contents of the policy is included in induction.

6 HEALTH AND SAFETY

The post holder is expected while at work to take reasonable care for the Health and Safety of themselves and others who may be affected by their acts or omissions at work.

APPENDIX 1

General Conditions

The following details are provided for the general information of applicants and are not deemed to form part of any contract of employment. Further details are available on appointment.

Pay	Salaries are payable monthly by direct credit transfer to a bank or appropriate building society account on the last Thursday of the month.
Pension	There is a company pension scheme in place through The People's Pension.
Notice period	Within your probationary period you will be on one weeks' notice either side. Upon successful completion of your probationary period, this will increase to one months' notice either side during the period of this 12 month fixed term contract period. If your contract is extended, your notice period will remain at one months' notice but will thereafter increase to one week for each year of continuous employment up to a maximum of 12 weeks after four years' service.
Sickness	<p>In addition to the Statutory Sick Pay Scheme, the organisation operates a discretionary Sick Pay Scheme for employees based on length of continuous service as follows:</p> <p>Up to 24 months' service – Four weeks at full pay, four weeks half pay, SSP only thereafter After 24 months' service - Eight weeks at full pay and eight weeks at half pay, SSP only thereafter.</p> <p>For part time employees the above will be pro rata to the days and hours worked.</p>
Holidays and holiday pay	The holiday year is from 1 April to 31 March each year. The basic annual holiday entitlement is 187.5hours (25 days) annually per year plus Public/Bank Holidays. After three years' service this annual leave entitlement increases to 202.5 hours (27 days) annually. For part time employees, the entitlement will be pro rata to the days and hours worked.
Criminal Background Check (DBS Check)	All appointments in YPWD are subject to the completion of an application to the Criminal Records Bureau (CRB) in order to check for any criminal background. Now known as a DBS check.
No Smoking	There is a no smoking policy within YPWD.