



## **RELIEF SUPPORT ASSISTANT (with potential to become a permanent position)**

### **JOB DESCRIPTION**

#### **Who Are We?**

The Corstorphine Dementia Project Ltd. was set up over 30 years ago and is recognised as one of the leaders of dementia day services in Edinburgh. We are a much loved and valued community service within North-West Edinburgh and offer a Monday to Friday day centre service to individuals living with dementia in this area. Our day centre is called the Jubilee Club and is located on the grounds of Carrick Knowe Church. We are supported by a team of wonderful volunteers, most of whom live locally and volunteer one day per week. The Jubilee Club is registered with the Care Inspectorate which means that our quality of care meets the needs of those who attend the Jubilee Club.

#### **We Aim To**

Provide support and enriching experiences to local people living with dementia, thus helping them to continue to live in their own home for as long as possible. We aim to reduce isolation, promote independence, enhance quality of life, meet health and welfare needs, offer companionship and a range of social activities in a safe, supportive and friendly environment. We will treat our members with dignity and respect and recognise them as unique individuals who should be encouraged to make informed choices that satisfy their needs and aspirations.

#### **Scope of Role**

Day care is sometimes called 'day services' or 'day support' and involves providing formally arranged support for a group of people with dementia in a safe and secure environment which is led by trained and experienced staff. In our case the service takes place at premises located on the grounds of Carrick Knowe Church specifically called The Jubilee Hall. Our day centre is therefore called the Jubilee Club.

**HOURS -** the Jubilee Club is open Monday to Friday from 9am until 4.15pm. The Relief Worker will be asked if they are available to provide cover on an 'as and when' basis in response to staff absences (sickness, annual leave etc.).

**\* *During the summer months guaranteed hours can be offered.***

The position is being advertised as relief cover but there is scope for it to become permanent.

**SALARY -** £12.36 per hour

**LEAVE -** accrued leave will be calculated on a monthly basis, dependent on hours worked, and in accordance with the Working Time Regulations 1998. A financial payment in lieu of annual leave will be credited to the Relief Worker via monthly payroll.

## **MAIN PURPOSE OF ROLE**

- To be responsible for performing assigned duties supporting individuals with a diagnosis of dementia in a day centre environment.
- To participate in plans to promote an environment conducive to a high standard of care according to service users' needs and wishes and in accordance with regulatory and statutory requirements.
- To promote and safeguard the rights and wellbeing of individuals who attend project services.

## **DAY CARE RESPONSIBILITIES**

1. To assist with the setting up of daycare ensuring the environment is comfortable, clean, safe, suitably equipped and laid out in accordance with the needs of the day.
2. Provide instruction, guidance and support to volunteers contributing to a positive and fulfilling volunteer experience.
3. To respond sensitively and flexibly to a wide range of individual service user situations whilst in day care and on transport.
4. Deliver and present a range of activities to include reminiscence, therapeutic, sensory, movement and social whilst encouraging maximum participation and engagement. Contribute to the evaluation of activities through observation and service user feedback.
5. Undertake personal care in a respectful and sensitive manner.
6. Prompt and administer medications whilst observing project policies and procedures.
7. Act as Passenger Assistant on transport journeys twice-daily ensuring members receive safe and prompt transportation to and from their homes.
8. Ensure good practice techniques are adopted when initiating, observing or advising on the safe moving and handling of services users.
9. Complete daily day care administrative records paying attention to detail and accuracy.
10. Relay relevant information regarding service users to carers / staff / volunteers as appropriate.
11. To welcome visitors to the Jubilee Club, i.e. carers, professionals, students etc.
12. Work to the required Scottish Social Services Council codes of practice and Health & Social Care Standards.
13. The postholder will carry out any other duties as are within the broad scope and purpose of the job as requested by the Project Manager.

## **SPECIFIC RESPONSIBILITIES**

1. To work in a manner that facilitates inclusion, particularly of people living with dementia.
2. To communicate effectively with service users, carers and other professionals.
3. To attend and participate in staff meetings.
4. To attend relevant training courses to further personal development and meet regulatory requirements.
5. To record information as necessary in a clear and precise manner in accordance with Project guidelines.
6. To ensure a healthy and safe environment for service users, other staff and yourself.

## **OTHER DUTIES AND RESPONSIBILITIES**

1. To undertake such other duties, training and / or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job
2. To undertake health and safety duties commensurate with the post.
3. To attend and participate in very occasional Project activities that fall outwith normal working hours, for example, AGM, fund raising events etc.
4. To abide by and acknowledge the Projects policies and procedures.

# Person Specification

Essential	Desirable
<b>Experience</b> <ul style="list-style-type: none"> <li>Experience of working in a care setting, ideally centre based, but similar experience will be considered.</li> </ul>	
<b>Qualifications / Accredited Training</b> <ul style="list-style-type: none"> <li>Commitment to undertake training in accordance with regulatory requirements as set by Social Care, the Care Inspectorate and the Scottish Social Services Council.</li> </ul>	
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>Genuine motivation to care for vulnerable adults supporting them with compassion, respect and dignity.</li> <li>Ability to nurture and form relationships and understand the dynamics of these relationships in the workplace.</li> <li>Interested in people with a desire to promote their wellbeing, rights and independence.</li> <li>Have a friendly disposition and able to confidently engage, and encourage engagement, with others around you.</li> <li>Be nonjudgmental and possess an attitude of acceptance (respecting other's feelings, values and experiences)</li> </ul>	
<b>Skills and abilities</b> <ul style="list-style-type: none"> <li>String interpersonal skills and confidence in communicating in a group and one to one settings.</li> <li>Be an adept listener and understand the importance of allowing service users the opportunity to express themselves.</li> <li>Be confident using Microsoft Office and Microsoft Outlook.</li> <li>Ability to demonstrate good judgment, problem solving and decision-making skills.</li> <li>Be able to meet the physical demands of setting up / clearing away day care furniture, equipment and supplies and supporting service users in accordance with the Projects' Moving &amp; Handling policies.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working directly with older people</li> <li>Experience of working using a person-centred approach</li> </ul>
<b>Knowledge</b> <ul style="list-style-type: none"> <li>Understand the dynamics of working in a small team as well as being comfortable to work independently using your own initiative.</li> </ul>	<ul style="list-style-type: none"> <li>To understand and show interest in the complexities of dementia and the impact to those affected.</li> <li>Knowledge of the Health &amp; Social Care Standards, my support, my life</li> </ul>
<b>Other</b> <ul style="list-style-type: none"> <li>To pursue personal and professional development in order to meet the changing demands of the job role.</li> <li>Work in a way which is non-discriminatory and respects the rights and choices of others.</li> <li>Acquire suitable Disclosures to work with protected adults.</li> </ul>	

**REVIEW** – This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendments in consultation with the post holder.

June 2025