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# Recruitment information

## Job description and person specification

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<b>Your title</b>	Elmbridge Dementia Service Assistant
<b>DBS check</b>	This post requires a Standard DBS check
<b>Post number</b>	
<b>Your team</b>	Elmbridge Dementia Service
<b>You would be based</b>	At the Claygate Centre for the Community
<b>Your line manager</b>	Dementia Services Team Leader

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## About the role

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To provide day care services for people living with dementia. You will manage a team of day care assistants, to ensure the smooth running of the sessions, providing activities to meet the social, physical and emotional wellbeing of the clients.

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## The main purpose of the role:

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1. To support the Dementia Services Manager, Team Leaders and Supervisor with the daily operation of the day care service
  2. To work as part of a team as a Dementia Care Assistant providing activities in the social groups
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## Specific duties and responsibilities

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3. To deliver person centred and meaningful activities to encourage social inclusion
4. Attend and contribute to staff meetings, training, and complete mandatory modules
5. To serve lunches and ensure adequate hydration and nutrition
6. To assist clients with mobility on arrival and departure
7. To continually risk assess the day care groups, take appropriate actions when required or seek support to ensure the safety of clients
8. Update client records
9. To act as the Dementia Supervisor in their absence
10. Maintain client/carer confidentiality and recognise responsibilities to safeguard vulnerable adults from abuse and harm following EBC policies and procedures

11. Establish and maintain effective relationships with the partners, team, clients, carers, Support Officer and Manager
12. To carry out other required duties in accordance with the grade and responsibility level

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## **What's missing?**

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Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

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## **Your conduct**

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We expect the highest standards of conduct from our employees and at all time you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

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## **Equal opportunities**

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We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

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## **Health and safety**

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We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

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## **Personal and sensitive data**

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You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

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## **Talent development**

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We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

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## **Confidentiality**

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We are committed to maintaining privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

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## Person specification

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**Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.**

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

**What you need to tell us on your application form:**

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

**Dementia Service Assistant**  
**Team: Dementia Services**  
**Salary: SCP 14-17 £27,309 - £28,630**  
**pro rata**

**Post no:**  
**Hours: 18 hours per week**

<b>Key requirements</b>	<b>Desirable/ essential</b>	<b>To be tested by: Application1 (A) Test (T) Interview (I)</b>
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<b>Qualifications and Education</b>			
1	Education to GCSE, O Level or equivalent	D	A
2	NVQ or similar in dementia or related topic	D	A

<b>Experience</b>			
3	Experience working with people living with dementia and carers	E	A, I
4	Demonstrate good communication and listening skills	E	A, I
5	High standard of customer service	E	
6	Ability to be creative and provide a range of activities	E	A, I
7	Assessment skills for people living with dementia	D	

<b>Knowledge, skills and abilities</b>			
8	Sound knowledge of the complexities in dementia care	E	A, I
9	Effective communication skills	E	A, I
10	Effective problem solving	E	A, I
11	Ability to work on own initiative	E	A, I
12	Ability to demonstrate a flexible and co-operative approach towards changing business needs	E	A, I
13	Able to work to challenging deadlines	E	A, I
14	Contributes to effective teamwork	E	A, I

<b>Special requirements</b>			
15	Flexible approach to working patterns	E	A, I