**CARE ASSISTANT, THE ROBIN CENTRE**

**JOB DESCRIPTION**

**The Robin Centre**

The Robin Centre is a day centre for the elderly, located within the All Saints Centre in Kings Heath, Birmingham. The All Saints Centre is a development which includes a GP surgery, other health services, a café, a Youth Project and a number of organisations supporting the local community. It was developed by, and is located adjacent to, All Saints Parish Church, but services are provided to the whole community, regardless of religious affiliation.

The Robin Centre is an independent charity (registered charity number 1161844) which operates a day centre, Monday to Friday, for frail elderly people. We specialise in supporting people with dementia, or who are recovering from strokes or have mobility problems.

**The Role**

As part of a team, you will be supporting our clients with day to day tasks and all aspects of their care. This includes welcoming them and assisting them to find their place in the Centre, preparation and serving of tea, coffee and cold drinks, as well as light snacks, assisting with the service of lunch and helping with any personal care needs such as attending the toilet.

We aim to provide a stimulating programme of activities for our clients and you will be expected to help in developing this programme (arts and crafts and other socialising activities, for example), in participating and in managing it. You may be asked to help with shopping for our clients, and occasionally in escorting them to or on our dedicated bus service.

You will be expected to ensure the health, safety and well-being of clients and colleagues so far as is reasonably possible. This includes observing and recording clients’ needs each day and reporting to the Day Centre Manager any evidence where a client’s health and welfare appear to be at risk.

**Hours and Rate of Pay**

The hours are 35 per week, from 9.00 a.m. to 4.30 p.m. Monday to Friday, which includes a half hour unpaid break period. The rate of pay is £8.45 per hour. We offer 20 days’ annual leave with pay.

**Training**

Induction training is provided and we offer advice and support on any specialist and on-going training which may be required.

**Equal Opportunities**

We are an equal opportunities employer and expect all staff to comply with the principles of equal opportunities and non-discrimination in their relationship with colleagues and clients.

**Flexibility**

This Job Description identifies the major tasks to be carried out by the post holder. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.