

**Activities Assistant**

Better Understanding of Dementia for Sandwell (Buds) are looking for someone to join our busy team supporting people living with Dementia in Sandwell. You will support our Activity Coordinators to ensure people living with Dementia have opportunities to socialise, receive support and take part in a variety of stimulating activities.

**Location:** Various locations across Sandwell

**Closing date: 10th February 2023**

**Interview date: 16th February**

**Contract:** Permanent

**Hours:** 21 hours per week over 3 days

**Salary:** £7.49 per hour

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| **Main duties – responsible for:** |
| Supporting the Activity Coordinators in the provision of a programme of stimulating activities tailored to individual needs and preferences. |
| Assist all clients safely from the moment they depart the minibus at the venue to when they board the minibus to return home. |
| Support the Activity Coordinators to provide a high-quality service for both clients and volunteers. |
| Support clients who have eating or toileting needs (not personal care). |
| Accompany clients on organised outings. |
| Report any issues or concerns to Activity Coordinator. |
| Undertake mandatory training identified. |
| Adhere to all BUDS policies and procedures. |
| **General duties – responsible for:** |
| 1. Health and Safety of self, clients. |
| 1. Assist in raising the awareness of the services we provide. |
| 1. Undertake any additional duties commensurate to the role. |
| 1. Provide staff cover for other Activity Assistants as and when required. |
| **Person Specification** |
| Must have or willing to work towards a minimum of QCF (NVQ) Health and Social Care Level 2 or other relevant qualification. |
| Must have work experience in the health and social care sector for older people. |
| Must have an understanding and commitment to Equal Opportunities and Diversity. |
| Must have compassion and demonstrate a commitment to the services delivered by BUDS and people living with Dementia. |
| Be a good team player. |
| Must have creative skills to assist the Activity Coordinator with the provision of suitable activities. |
| Must show a commitment to personal development. |
| Must be punctual with good time management skills and meet deadlines. |
| Must take ownership and be accountable within their job role. |
| Must be flexible and at times be able to work at short notice and work occasional evenings or weekends. Jan 2023 **SC/CM** |

Please contact Sharon Crowley on 0121 565 3721 or email [Sharon.Crowley@buds.co.uk](mailto:Sharon.Crowley@buds.co.uk) for more information and an application pack.