



Job Information Pack

Leisure & Well-being Worker

Oct 2009

Leisure and Well-being Worker - Job Information Pack

Dear Applicant

Leisure and Well-being Worker

Thank you for your interest in the above position with Alzheimer's Society. Please find enclosed an information pack as requested.

We ask you to fill in your application carefully, giving all relevant information and in particular, setting out the ways in which you meet the competencies outlined in the job description. You should provide clear and concise examples of a time when you have had to use the necessary skills.

The application should be typed or completed in black ink. The panel will be considering the presentation of your application during the selection process.

Your completed application should be returned to us by 5 pm on **Monday 9th November**. Late applications will not be accepted.

Interviews will be held on Monday 23rd November 2009.

You are also invited to attend an open evening at the branch on 3rd November 2009 between 5pm and 7pm. This will give you an opportunity to look around the branch, find out about the services we offer and speak to a leisure and well-being worker to learn more about this role.

Please send your completed application form to:

Alzheimer's Society Coventry Branch
31 Barras Green
Coventry
CV2 4PH

Or e-mail Coventry@alzheimers.org.uk

CV's will not be accepted.

Yours faithfully

Cherry Manton
Deputy Day Support Manager

Alzheimer's Society

Information for Candidates

Alzheimer's and Dementia

Alzheimer's Society is concerned with all forms of dementia, of which Alzheimer's is the most common. Structural and chemical changes in the brain are responsible for the devastating effects of dementia which include deterioration of memory, confusion over time and place, changes in personality and behaviour together with the loss of everyday skills such as driving or telling the time and, as the condition progresses, the ability to wash or dress or even recognise friends.

More than 700,000 people in the UK have some form of dementia - one in 20 of those aged 65 or more and one in five of the over 80s. As the population ages we expect this figure to rise and demand for specific services to grow.

Alzheimer's Society

Alzheimer's Society is the leading national care and research charity for people with all forms of dementia, their families and carers. We offer support, give information and advice, run day care and home care services, campaign for adequate benefits, proper assessment and high quality care and we fund research into the causes and possible treatments for dementia.

The Society delivers its services through a combination of national and local activity and last year provided help to over 100,000 people.

Alzheimer's Society is made up of approximately 240 local branch operations, varying in size from £10k to £600k pa, supported by a central office based in London. We employ approximately 1,800 staff and benefit from the time and commitment of up to 5,000 volunteers covering a range of duties from direct care to finance. The Society has grown to this size in under 30 years, and is still ambitious. The challenge is to build on its successes, to actively pursue its growth and develop services across the country, whilst at the same time improving governance arrangements and the management of risk.

Fit for the Future

The Society is undergoing a formal consultation process with some staff in relation to a proposed restructure. The post for which you are applying could potentially be at risk of redundancy should the proposal go ahead.

Job Description

Job title: **Leisure and Well-being Worker**

Job family: **Information and Support**

Main purpose of job:

To support people with dementia and/or carers by offering them opportunities for increased well-being and enjoyment.

Position in the organisation:

Reports to the *branch line manager*

Scope of job (family):

To support people with dementia and/or carers by providing the opportunity to participate in leisure activities of their choice. The service aims to enhance well-being by providing opportunity and choice of leisure activities that promote enjoyment and achievement, including walking, art, cooking, for example.

Dimensions and limits of authority:

- Responsible and accountable for the delivery of a high quality support services.
- Responsible for liaising with relevant statutory and voluntary organisations in the area in relation to this service
- Responsible for representing the needs of people with dementia and their carers at local forums / events.

Duties and key responsibilities:

1. To promote independence for clients by supporting them to participate in leisure activities of their choice.
2. To manage referrals, assisting clients in assessing their support needs.
3. To develop and maintain individual support plans and risk assessments.
4. To provide individual support for clients' activities, including those that maintain daily living skills.
5. To plan all activities in detail, ensuring that clients have the necessary equipment and resources to undertake the planned activities.
6. To provide flexible, individual support for clients during the leisure activities..
7. To manage the budget for outings and activities, making sure that where possible the clients fund their own leisure activities.
8. To maintain and manage a caseload of clients from appropriate geographical locations.
9. When appropriate, to signpost clients to a choice of suitable other services.
10. To have an exit strategy for clients, signposting them to other, more appropriate services.
11. To maintain accurate, up to date client support plans and client contact records.
12. To develop a proactive approach in reaching those who may not otherwise access our services.
13. To develop networks with partner organisations who also work in the field of dementia, mental health, disabilities, and benefits and income advice, including Primary and Secondary care, Social Care and Health, and Welfare Benefit agencies, with the aim of empowering individuals to make informed choices.
14. To assist in the identification of other areas of need and service development for people affected by dementia and work with other organisations, statutory, voluntary and independent to identify need and to help maximise the availability of local resources.
15. To assist in raising public awareness about dementia and the way it affects families and individuals, and to participate in local events such as conferences.
16. To seek and record client feedback to understand whether needs are being met, and to plan any necessary adjustments.

Additional responsibilities:

1. To adhere to all the Society's service standards, policies and procedures.
2. To comply with the data protection regulations, ensuring that information on clients remains confidential.
3. To be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
4. To work collaboratively with fundraising and media and campaigns teams, sharing responsibility for the achievement of jointly agreed objectives, as appropriate.
5. To work in a manner that facilitates inclusion, particularly of people with dementia
6. To implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
7. To administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines and reporting requirements.
8. To follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.
9. Where appropriate, to recruit, induct and support volunteers.
10. To undertake any other tasks, duties or projects which may arise from time to time which are commensurate with the general level of this post and as directed by the designated line manager.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

Person specification – Leisure and Well-being Worker

All of the following requirements are essential, unless marked with a * when they are desirable, and will be assessed from a combination of information provided from the application form, extended interview process, panel interview and references:

1. Education and qualifications	Application	Interview
NVQ Level 2 or equivalent	✓	

Skills and experience	Application	Interview
Good organising and time management skills	✓	✓
Good communication skills	✓	✓
An understanding of dementia	✓	✓
An understanding of the needs of people with dementia and their carers		✓
Knowledge of relevant legislation including the Health & Safety and the Mental Capacity Act	✓	✓
Experience of working with statutory and voluntary agencies	✓	✓
Experience of record keeping and report writing	✓	✓
An understanding of the need for client confidentiality		✓

2. Personal attributes / qualities	Application	Interview
Access to a vehicle and be able to travel independently	✓	
Empathy		✓
Non judgemental communication		✓
Commitment to and understanding of equal opportunities		✓
Understanding of the inclusion agenda and its relevance within a diverse society		✓

Job Application Guidelines

Alzheimer's Society aims to be an equal opportunities employer. We aim to treat every applicant fairly. The information you provide in your application form is the only information we will use in deciding whether or not you will be invited for interview, so it is important that you complete it with care. To help you, please follow these guidelines.

1. Please complete all sections of the form.
2. Please complete the application form in black ink, as it will be photocopied. Do not stick or glue paper to the back of the form – it gets caught in the photocopier. Please add a separate piece of paper instead.
3. After reading the person specification and job description, think carefully about your application and consider to what extent you have the skills and experience necessary to meet the requirements of the post.
4. Your last and present post allows you the opportunity to tell us about the work you are doing or have done in the past. Be as brief as you can, and use the personal statement at the back of the form to describe in more depth your skills, knowledge and experience relevant to the job.
5. Under the section 'Education, qualifications and training' you are asked to state your qualifications or name a course that you attended. We do not need a full account of your education since your junior school days. It is sufficient to state that you have a specific number of 'A' levels and GCSEs unless you are asked for a specific qualification on the person specification, such as GCSE English. You should mention qualifications or training relevant to the post you are applying for.
6. The personal statement is an important part of the application form and should be used to tell us how you meet the person specification. Always remember to specify your responsibilities rather than those of your section or department. Remember to explain how your current or previous experiences relate to the job you are applying for.
7. Please ensure that your completed application form is returned by 5 pm on the closing date stated on the advertisement. Do not attach any other documentation apart from the equal opportunity monitoring form. Any attachments, such as CVs, references or photocopies of your qualifications, will be disregarded and will not be seen by the selection panel.
8. In order to make good use of the charity's money, your application will not be acknowledged unless you enclose a stamped addressed postcard or similar, nor will you hear from us unless you are selected to attend for interview.

Information for Candidates

Terms and Conditions of Employment

Outlined below are some of the main terms and conditions of employment relevant to all employees of the Society.

1. Probation

All posts are subject to a probationary period of 12 weeks unless otherwise stated on the letter of appointment. During this probationary period, either party may give the other one-week's notice in writing to terminate the employment. After successful completion of the probationary period, the notice stated on your contract of employment will apply.

2. Annual Leave

The holiday year runs from 1 April to 31 March. In each holiday year, in addition to bank and statutory holidays, the holiday entitlement in the first full year will be 25 days, scaled down according to start date. This then increases in line with service as follows: During the first full leave year and up to 2 leave years 25 days, third leave year 26 days, fourth leave year 27 days, fifth leave year 30 days. Holiday will be calculated on a pro-rata basis for part-time workers.

3. Pension Scheme

The Society currently operates a Group Personal pension scheme. All employees under the age of 75, may join the scheme on completion of the probationary period. Employees may contribute a percentage of their salary to the scheme, and the Society will double the employee's contribution up to 8% of the employees' gross salary. This will mean that a 1% employee contribution will attain a 2% contribution from the Society and a 4% contribution will attain the maximum 8% from the Society. Alzheimer's Society will not pay into a personal pension scheme. .

4. Salary Payment

All new employees are placed on a grade based on the Society's salary scheme, which is normally reviewed in April of each year.

The commencing salary is as stated in the letter of appointment. Salaries are paid in arrears on the 25th of each calendar month, by direct credit transfer into a bank or building society account. (If the 25th falls at a weekend, payment is made on the working day immediately prior to the 25th)

5. Sick Leave

The Society operates an occupational sick pay scheme that is based on length of service with the Society.

6. Retirement Age

The Society's normal retirement age is 65. However, staff may be employed who are over the age of 65.

Any applicant aged 65 and over who is successful in obtaining a position with the Society should be aware that as a result of the Employment Equality (Age) Regulations 2006 they will now have the statutory right to claim unfair dismissal. They will now also be entitled to a statutory redundancy payment if they are made redundant. In addition, they also have the right to claim statutory sick pay for up to 28 weeks if they are absent to work due to sickness.

7. No Smoking

The Society operates a no smoking policy.

8. CRB

This post is subject to a satisfactory disclosure from the Criminal Records Bureau. Further information on the Society's CRB policy can be found on www.alzheimers.org.uk and type "CRB" in the search box

A day in the life of a Leisure & Well-being Worker

It's Tuesday afternoon. I have already supported 3 different clients this week on their chosen activities, ranging from shopping, a gym session, and a nature walk. I've had to consider noise levels, surroundings, cost and travel arrangements, parking, etc. I usually pick my client up from their home, ensure that they are appropriately equipped (e.g. gym clothing, walking shoes, money, etc) and, if necessary, make sure that the house is locked up on leaving. The clients really seem to enjoy this opportunity to remain independent and pursue activities that would normally be difficult for them to participate in due to their circumstances. Using a person centred approach helps to build the client's confidence and sense of well being.

I spend about three hours with each client and they always seem to be happy at the end of the session, with their mood lifted. I'll take them home and make sure that they are settled. Clients are always keen for confirmation that we will be meeting up the following week, or beforehand, if they are joining in a group activity. Then, it's back to the office to complete the necessary paperwork, where I record in the client file what activity has been undertaken and also any changes in circumstances. If any problems have arisen that require further attention, I may need to speak to members of the family (with whom I have already built up a relationship) and other relevant professionals involved in the client's care.

Tomorrow is a group activity day, when we will be accompanied by a support worker from the Young Onset Dementia team, which is based at the Caludon Centre. Using the knowledge we have gained over a period of time about each individual client, the support worker and I will bring together a group who we think will mix well together, and who are at a similar stage in their dementia. We will arrange to pick up the clients, dependent upon their location and needs. The group will have already discussed where they wish to go, taking into account their own individual hobbies and interests. They have decided to go to the park for their next trip, have a barbeque, and finish off with a nature walk. During the session, we will talk about what they would like to do for their next group activity and it is often at this time that clients say how much they have enjoyed this opportunity to make new friends and to mix with other people in the same situation as themselves. The clients will be taken home at the end of the session.

During sessions with the clients, they will sometimes talk about a particular activity they would like to undertake, which could involve travelling further afield and detailed planning, e.g., Warwick races, a local football match, pantomime, Black Country museum.