

Job Description

Respite Centre Sessional Worker

Job Title:	Respite Centre Sessional Worker
Job Purpose:	To support the delivery of Carers in Bedfordshire's respite and wellbeing service for unpaid carers and the people they care for. The role is focused on creating a warm, welcoming and engaging environment where members and carers feel supported, included and able to enjoy their day.
Job Context:	Carers in Bedfordshire is a registered charity that is governed by carers, for carers. Its work is to ensure carers care while maintaining their health and wellbeing, and are properly valued and supported by the government and the community.
Reports to:	The Respite Centre Lead / Carers in Bedfordshire staff member
Grade/Salary:	£15.93 per hour
Hours:	Every Friday, 9.00am to 4.00pm, including lunch with members and carers.
Location:	MS Therapy Centre, 155 Barkers Lane, Bedford, MK41 9RX

Duties and responsibilities:

- Help set up the respite centre at the beginning of the day and clear down at the end.
- Warmly welcome members and carers and help create a friendly, relaxed and engaging environment.
- Make and serve tea, coffee and refreshments.
- Support members during Cognitive Stimulation Therapy (CST) style techniques, encouraging conversation, participation and social interaction.
- Help facilitate morning exercise, activities and afternoon creative sessions.
- Provide appropriate practical support, reassurance and encouragement to members throughout the day, including directing or accompanying them to the bathroom where required.
- Spend time talking with and listening to carers, referring any concerns or requests for additional support to the appropriate Carers in Bedfordshire colleague.
- Help set up, serve and clear away lunch, and eat alongside members and carers to create a sociable shared experience.
- Treat members and carers with dignity and respect and follow Carers in Bedfordshire's safeguarding, confidentiality, health and safety and data protection requirements.
- Undertake other reasonable duties required to support the successful delivery of the respite centre.

Other responsibilities:

- Work collaboratively with respite centre staff, sessional workers and volunteers.
- Represent Carers in Bedfordshire positively and professionally.
- Maintain appropriate confidentiality and professional boundaries.
- Follow Carers in Bedfordshire policies and procedures, including safeguarding and health and safety.
- Attend relevant induction, training and briefings.
- Work flexibly to respond to the needs of members and carers during each session.

Additional Duties:

This job description outlines the main responsibilities of the role but is not exhaustive. The nature of the respite centre means that the needs of members and carers, and the activities taking place, may vary from session to session.

Sessional workers are therefore expected to work flexibly, respond positively to changing needs and undertake other reasonable duties as required to support the safe, welcoming and effective running of the respite centre.

Additional sessional opportunities

As a sessional worker, you will also become part of our wider sessional team. This means there may be opportunities to work additional hours at other Carers in Bedfordshire events, groups and activities, depending on service needs and your availability.

Person Specification

Respite Centre Sessional Worker

	Essential Criteria	Desirable Criteria
1. Qualifications	Professional experience, for example in health, social care and/or working with families affected by illness or disability G.C.S.E or equivalent English Language and Mathematics	Specialist qualification in a relevant subject
2. Relevant Experience and knowledge	Experience of working or volunteering with older people, carers or people living with dementia. Experience supporting group activities or events. Interests or skills that could contribute to respite activities, such as arts and crafts, music, movement or other creative activities.	Experience in a health, social care, community or voluntary setting. Relevant training or qualifications in dementia, health conditions, social care, health and safety, safeguarding or first aid.
3. Skills, Abilities and Qualities	Warm, friendly, patient and approachable. Confident and comfortable engaging with older people and unpaid carers. Good communication and listening skills. Able to encourage and reassure people and help them feel included. Positive, enthusiastic and willing to join in with activities. Reliable, punctual and able to work effectively as part of a team. Happy to get stuck in with practical tasks as well as spending time with people. Understanding of the importance of dignity, confidentiality, safeguarding and professional boundaries. Flexible and able to respond calmly to changing needs during the day.	Able to recognise when someone may need additional support and raise concerns appropriately.

	A genuine commitment to making the respite centre a warm, enjoyable and welcoming place.	
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