

Care for Veterans

a Royal Star & Garter Home



Day Care Coordinator- Worthing
Candidate information pack



Care for Veterans

a Royal Star & Garter Home

Welcome

We are a charity that provides loving, compassionate care and support to veterans and their families, both in our Homes and through services that reach into the wider community. Following our recent merger with the Armed Forces charity Care for Veterans in Worthing, I'm delighted to share details of an exciting opportunity at this Home.

We are looking to open a new Day Care Service shortly and are looking for special people who are passionate about our values, people with positive energy and who want to work as part of a fabulous team to make a real difference. If this is you, then we look forward to receiving your application.

We are committed to investing in our staff - in both their professional development and personal wellbeing. We offer a comprehensive induction supported by training and an informal learning approach. Our range of benefits are also designed to support our staff.

Thank you for your interest in joining Care for Veterans, a Royal Star & Garter Home.

Vicky Strange
Home Manager

The role at a glance

Title: Day Care Coordinators

Location: Gifford House, Worthing.

Hours: 22.5 hours pw, Monday to Friday

Salary: £17,713 per annum £15.14 per hour

Job description

- To promote and ensure the delivery of person-centred, high-quality support to Star & Garter Day Care guests visiting the Home for day care services.
 - To be vigilant and proactive to ensure that people are treated with respect, dignity and that all individual's rights to privacy, independence and choice are met.
- Purpose**
- To establish, maintain and develop relationships with Day Care guests and staff within the Day Care Service
 - To work collaboratively with a wide range of colleagues including operations, finance and wellbeing
 - To support Day Care guests access the Day Care Service and to ensure a high standard of customer care is provided throughout
 - As the Day Care Service develops, to provide personal care and support with activities of daily living
 - To complete MIDAS Training – a course to promote the safer operation of minibuses, ensuring the safety of day care guests while using the vehicle
 - To support the administration of this service including handling enquiries, sending emails, carrying out assessments and reviews
 - Planning events and activities for day care guests and collaborating with the wellbeing team
- Key responsibilities**
- Ensuring that data for invoicing is correct, activity planning, care planning, recording, route planning
 - Socialise and get involved in all activities with Day Care guests
 - Other tasks as asked for by the Day Care Service Lead
 - Meet and greet Day Care guests at mealtimes and oversee mealtime experiences and ensure they are supported as appropriate. Make it a social occasion with conversation to help discover more about them to enhance their well-being and linking this information to social activities
 - Liaise with the Lead Nurse and discuss ideas and suggestions for meaningful interaction with Day Care guests.

To apply

Send your CV and a covering letter outlining how you meet the person specification to:

Worthing.jobs@careforveterans.org.uk

Person specification

Skills knowledge and experience:

- Is willing to work towards an appropriate competency based qualification
- Is physically fit and able to safely manoeuvre wheelchairs, trolleys and hoisting equipment
- Has full driving licence, ideally with D1 category (or willingness to undertake this training) with no more than 6 penalty points
- Has a person-centred approach and experience working with older people, either Dementia Care or other care environment
- Ability and willingness to use initiative take a lead role and motivate others
- Works flexibly and as part of a team
- Good written and verbal English language and communication skills
- Customer focused
- Computer and telephone skills
- Brave and able to speak out and challenge/report poor practice

Conditions of employment

Any offer of employment made will be subject to the following conditions:

- Satisfactory references from two referees covering the last 5 years including one from your current or most recent employer
- A pre-employment medical screening
- Enhanced DBS Disclosure
- Proof of the Right to Work in the UK

We reserve the right to update and amend your job description to ensure it accurately reflects the role.

Offer

Although we are a charity, we offer a generous package

- Salary of £17,713 pa (pro rata for part time)
- 22.5 hours per week Monday to Friday
- 25 days holiday per annum plus bank holidays (pro rata for part time)
- Employer pension contribution of 7.5% with matching employee contribution of 5%
- Life insurance of three times your salary (until age 70)
- Ten weeks full occupational sick pay before statutory sick pay
- Access to appropriate professional bodies and payment of membership fees after 6 months of employment
- Learning and development – fully funded opportunities to support you in your role
- Additional annual leave for Military Reserves and Cadet Forces Adult Volunteers

Values



As two charities currently merging, we expect you to role model the Royal Star & Garter values, while also demonstrating understanding of the values held by Care for Veterans.

Royal Star & Garter

- With love
- Living positively
- As a family
- Standing in their shoes
- Take courage

Care for Veterans

- Privacy
- Dignity
- Rights
- Independence
- Choice
- Fulfilment

About us



Care for Veterans

For over 100 years, Care for Veterans has provided long-term nursing care and rehabilitation for disabled veterans and their families from all over the UK.

Today, our 60-bed home in Worthing offers nursing and rehabilitation care with a specialism in disability. We provide loving, compassionate care and rehabilitation to approximately 100 beneficiaries each year, often for veterans who are facing the toughest battle of their lives.

We recognise that each individual and their needs are unique and we share the Royal Star & Garter approach to delivering quality care, also providing a range of therapies designed to provide comprehensive support.

About us



Royal Star & Garter

We provide care, support and friendship for veterans and their families to live well. We do this in our Homes and through a range of services reaching into the community.

Our specialist nursing and dementia care focus on wellbeing, independence and living life to the full. The Wellbeing Teams offer meaningful activities, supporting skills and wishes, while in-house physiotherapy builds their strength and mobility.

We are here to guide and support our residents and their families through this new life phase so that they can enjoy quality time together. Day Care and Lunch Clubs offer a lifeline for veterans and their partners who may be struggling with isolation or loneliness. We also support people in their own homes, providing companionship through our Telephone Friendship Service.

Our range of services means that we support veterans and their families as their care needs change. We will never stop trying to do more to help improve their lives.