**BEACON**

Wolverhampton Road East, Sedgley, WV4 6AZ

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| **Job Title:** | Health and Wellbeing Assistant |
| **Salary:** | £7.83 per hour |
| **Responsible to:** | Health and Wellbeing Co-ordinator |
| **Location:** | Stourbridge |
| **Hours of Work:** | 18 hours per week |

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| **Overview**  Beacon was established in 1875 with its charitable aim: ***To promote the relief of visually impaired persons.***  Working with its stakeholders, Beacon has developed Ambition 2025 as its long term Vision, the strategic objectives are:   1. Ensure core products and services stay relevant and respond to changing needs and demands. 2. Maximise the opportunities afforded by technology developments. 3. Grow the business in terms of turnover, products and services and operating area. 4. Resilience and strengthen the income base. 5. Raise the profile of the issue (sight loss) and its impact on society.   The post holder will be part of a team of Assistants that provide inspiration, support and care for Beacon clients to enable their safety and independence as far as possible. They will provide cover in the absence of other assistants. |

**Principal Duties & Responsibilities:**

* To undertake general administration duties, register clients, take payments & banking of payments.
* To assist the Coordinator, instructors in the preparation and delivery of activity/craft sessions and clearing away the area.
* To develop a calendar of internal and external activities for the members and social groups
* To measure outcomes, progression and development on the database.
* General supervision of clients in order to promote their safety whilst interfering as little as possible with their freedom and independence.
* To assist clients during breaks and lunch periods and act as escort when required.
* Treat members with respect and maintain their dignity at all times to harness feelings of security and personal worth.
* Lifting and assisting individual clients with physical incapacities, including toileting, bathing, dressing, feeding and serving meals when necessary.
* To have regard at the times to the comfort, well-being and self-respect of all clients.
* To accompany clients on trips away from the Centre (for example, to hospital in an emergency, outings, shopping, outside leisure activities, ETC).
* To report any accident or injury to a client to a senior member of staff and if not satisfied to the Independent Living Centre Coordinator.
* To be prepared to offer support and supervision to students, placements and volunteers.
* To assist with accidents, epilepsy, first aid, etc.
* Undergo training as required for the position.
* Understand and comply with the equal opportunities and health and safety policies of the Centre.
* To undertake any other work that may be reasonably requested for the benefit of the organisation

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**Person Specification: Health and Wellbeing Assistant (Stourbridge)**

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| **Essential Criteria** |
| * Empathy and understanding * Strong communication skills * Can work as part of a team and on own initiative * Experience in support work/care * Driving license * Good level of IT skills * Organised and responsive to business needs * Some evening work |