

## EMPLOYMENT ACADEMY JOB DESCRIPTION

### 12 MONTH FIXED TERM CONTRACT

**THIS ROLE IS ONLY OPEN TO UNEMPLOYED CARTREFI CONWY TENANTS or CLWYD ALYN RESIDENTS.**

Job Title:	<b>Independent Me Assistant - Fixed Term Contract for 12 months</b>
Team:	<b>Independent Living Service, Neighbourhood Services</b>
Reporting To:	<b>Independent Living Manager</b>
Salary:	<b>National Minimum/Living Wage</b>
Hours of Work:	<b>37 hours per week</b>

#### **General Description / Overview:**

To support Cartrefi Conwy tenants and people in Conwy county who would benefit from some additional support, to help them to remain independent, to prevent loneliness and social isolation through companionship. The service will support activities such as going to GP appointments, helping with tasks around the home, attending events or even a daily phone call.

You must have a full driving licence and access to your own vehicle for this role also an enhanced DBS is required for this role (requested and funded through Cartrefi Conwy)

#### **The Employment Academy:**

**The Employment Academy offers up to 12 months paid employment to unemployed tenants of Cartrefi Conwy. As part of the Academy the post holder will receive:**

- On the job support and training
- Formal qualifications including employability training
- Paid employment for up to 12 months
- Support of a Mentor
- Assistance to secure employment at the end of the contract

**As part of the Employment Academy, the post holder will be expected to:**

- Attend work every day on time
- Undertake all training as stated on the job description
- Attend suitable work placements with other companies
- Attend regular sessions with your Mentor to discuss progress
- Commit to applying for employment opportunities towards the end of the fixed term contract

**To demonstrate your suitability for this role, you may be asked questions on the following at interview:**

- Ability to work flexibly
- Willingness and commitment to learn and develop
- Ability to work in a team
- Demonstrate good communications skills
- Being friendly/approachable

### **Key Tasks:**

Tasks will vary depending on your skills and hobbies, as well as the needs of the tenant you are supporting. They could include, but are not limited to:

- Companionship
- Accompanying a person whilst out shopping/visits out
- Dog Walking/Pet Care
- Helping with making phone calls
- Support after bereavement
- Company for cinema/theatre visits
- Company whilst a tradesman is in the house
- Further assistance required
- Log information as required

### **Other:**

To actively support the overall delivery of Cartrefi Conwy's objectives to provide an excellent, innovative and truly customer focused service.

To contribute to community involvement and tenant participation activities as required.

As a representative of Cartrefi Conwy, to promote and maintain a positive attitude and image at all times.

### **Training Provided:**

- Induction to the organisation
- Full training on all aspects of the role
- Complete the Independent Me Training Programme (Online eLearning and accredited training) which will consist of:
  - Safeguarding children & vulnerable adults
  - GDPR
  - Having Difficult Conversations Confidentiality
  - Professional Boundaries
  - Mental Health First Aid
  - First Aid
  - Manual Handling

**Creating Enterprise is committed to Equality and Diversity in our activities.**