



Job Description

Job Title:	Footcare Assistant
Department:	Footcare
Reporting to:	Footcare Coordinator
Salary:	£9.56 per hour
Hours:	13
Contract Type:	Permanent
Location:	Covering Witney

Job Purpose

Footcare Assistants offer a basic toenail cutting service to people aged 50 and over. We offer this service at dedicated venue settings or within peoples own homes.

This is a vital role to support people in maintaining their independence at home. Having neat nails supports mobility and helps prevent trips and falls.

Main duties

- To provide regular visits, approximately every 8 weeks, to clients in their own homes or in specified venues.
- Cut toenails and give a gentle foot rub to people over the age of 50 – in a caring and efficient way (Training will be given).
- Complete assessments for new clients.
- Take payment for the service provided. We are working towards a cashless process, should cash be provided then cash handle in accordance with polices.
- Keep clear records in line with data protection.
- Keep client record up to date, reporting any change in health and circumstance of client.
- Complete expense forms and return these electronically, monthly.
- Ensure that clients are treated with sensitivity, respect and dignity.
- Support the Coordinator with the promotion of the toenail cutting service.
- Liaise closely with the Service Admin for equipment stock orders.
- Attend supervisions with Footcare Coordinator.

Person Specification

Job Title: Footcare Assistant

Department: Footcare

Specification	Essential Requirements	Desirable Requirements
<u>Qualifications/ Education/ Training:</u>	Good standard of general education	
<u>Relevant experience:</u>	Confident in lone working Customer Service	Previous care or footcare experience
<u>Relevant knowledge/skills:</u>	Sensitivity to and understanding of the needs of older people Good IT and administration skills. Namely, emails, calendars, and Word documents	Use of Office 365
<u>Personal attributes:</u>	The ability to relate to people at all levels Commitment to equal opportunities Maintain professionalism Flexible to the needs of clients and service	
<u>Special Requirements:</u>	Current driving licence and use of car. This post requires the DBS Enhanced Check.	