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Care Assistant

The Robin Centre
Birmingham B14
£9.50 an hour - Part-time, Permanent

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Company Info

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JOB DESCRIPTION

The Robin Centre

The Robin Centre is a day centre for the elderly, located within the All Saints Centre in Kings Heath, Birmingham. The All Saints Centre is a development which includes a GP surgery, other health services, a Youth Project and a number of organisations supporting the local community. It was developed by, and is located adjacent to, All Saints Parish Church, but services are provided to the whole community, regardless of religious affiliation.

The Robin Centre is an independent charity (registered charity number 1161844) which operates a day centre, Monday to Friday, for frail elderly people. We specialise in supporting people with dementia, or who are recovering from strokes or have mobility problems.

This post is being offered for a three-month probation period initially. Subject to satisfactory

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Care Assistant

The Robin Centre - Birmingham B14 7RA

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This post is being offered for a three-month probation period initially. Subject to satisfactory performance in the role, we expect to offer a permanent post to the job holder at the end of that period.

The Role

As part of a team, you will be supporting our clients with day-to-day tasks and all aspects of their care. This includes devising and conducting a programme of activities, preparation and serving of tea, coffee and cold drinks, assisting with the service of lunch and helping with any personal care needs such as attending the toilet.

We aim to provide a stimulating range of activities for our clients, and you will be expected to help in developing this programme (arts and crafts and other socialising activities, for example), in participating and in managing it. You may be asked to help with shopping for our clients, and occasionally in escorting them on our transport.

You will be expected to ensure the health, safety and well-being of clients and colleagues so far as is reasonably possible. This includes observing and recording clients' needs each day and reporting to the Day Centre Manager any evidence where a client's health and welfare appear to be at risk.

Hours and Rate of Pay

The hours are 16 per week, from 11.15am to 14.30pm Monday to Thursday & 11.30am – 14.30pm Fridays. The rate of pay is £9.50 per hour. We offer 20 days' annual leave with pay plus bank holidays.

PERSON SPECIFICATION

As our new care assistant, you will be an experienced care worker, preferably in the day care sector. You will be a good and sympathetic communicator, who understands and is skilled in the special challenges of interacting with the mentally confused. You will be tolerant and kind, and willing to face up to difficult and unpredictable behaviours when the need arises.

Qualities and qualifications which are **essential** are as follows:

- a. NVQ Level 2 in Health and Social Care
- b. experience of work of a similar nature, in particular involving clients with dementia, Alzheimer's, stroke and/ or mobility problems
- c. ability to communicate effectively at all levels
- d. ability to work as part of a team
- e. absolute discretion in relation to all client data
- f. initiative and drive – willingness to see a challenge and tackle it
- g. flexibility of movement (bending, stretching, kneeling)
- h. basic IT skills

Qualities and qualifications which are **desirable** are as follows:

- a. education to GCSE level (Grade C) or equivalent
- b. sense of humour
- c. Enhanced DBS (we will assist in obtaining this if not already in place)

Reference ID: TRC2009

Part-time hours: 16 per week

Application Deadline: 05/11/2021

Job Types: Part-time, Permanent

Salary: £9.50 per hour

Benefits:

- Company pension
- Sick pay

Schedule:

- Monday to Friday
- No weekends

COVID-19 considerations: All Covid-19 precautions are in place at present within our centre

CV

Ventseslav Belev

Address: 37 Oxford Green, Cannock, Staffordshire

Phone: +44 (0)7459454548

Email: denkov80@gmail.com

OBJECTIVE

Care Assistant job application

WORK EXPERIENCE

08/2001 - 04/2006

Financial Adviser, Diamond Tabaco

Responsibilities:

- Establish operation strategy in a team for improving sales
- Prepare data and information for making regular report data analysis
- Perform data analysis for complex data and files for the company board.

05/2006 – 06/2009

Financial Manager, IPCP Group

Responsibilities:

- Prepared all payments to third parties
- Performed data analysis especially financial data
- Performed statistical data analysis
- Showed data analysis on annual meetings

06/2009 – 10/2012

Deputy Store Manager, LIDL

Responsibilities:

- Support all the workers in the store
- Collecting goods and give assignments to staff members
- Open and close the store
- Training all the new personnel

10/2012 – 11/2016

Bank Assistant, First Investment Bank

Responsibilities:

- Account checking for fraud law
- Member meetings organizing
- Audit counting and staff members recruiting
- Training all personnel

11/2016 – Present

Deputy Store Manager, Aldi

Responsibilities:

- Support all the workers in the store
 - Collecting goods and give assignments to staff members
 - Open and close the facility
 - Training all the new personnel
-

EDUCATION

1997 - 2001

Bachelor Degree of Marketing, University of Economics; Sofia, Bulgaria

2011 - 2012

Master degree of Finance, University of Plovdiv; Plovdiv, Bulgaria

2020 - 2021

Certificate of Health and Social Care, University of Wales Trinity Saint David

ADDITIONAL SKILLS

Microsoft Office package: Microsoft Word, Excel, Access

Database operation: Microsoft Office Access, Oracle 8i

Statistical operation: SPSS, STATA

Driving licence;

Speaking languages:

- English
 - Bulgarian
 - Russian
 - Italian
 - German
-

REFERENCES

References available on request

Ventseslav Belev

COVER LETTER

Dear HR Team

23th October 2021

I am writing to apply for the position of Care Assistant at The Robin Centre, as advertised at Indeed.com. Please find my CV enclosed for review.

With more than a year experience in the care industry, I believe that I would be an ideal candidate for this job. In my previous role as Store Assistant Manager, I demonstrated the organisation skills, creativity and drive that would be well suited to your company. My duties involved different activities and a lot of people depended on my decisions daily. Was responsible also to prepare a rotation to the staff and create a sustainable work environment.

As evidenced by my CV, I recently took some time away from the workplace. I have been in a master class on "Behaviour and Work structure" Training Course in Germany. Strongly believe that good relationship between workers increase the working capacity of whole team.

During my time as Store Assistant Manager, I was responsible for increasing branch turnover by 10 per cent on a yearly basis, implementing a number of new measures to boost revenue and cut expenditure. I believe that I can grow in to the NHS prospective, while furthering my knowledge and implement my previous experience.

I believe that I can bring the expertise and determination required for The Robin Centre – NHS to continue its success. The role of Care Assistant is not only one that makes me excited to work, but also one that I believe is a great fit for my new skillset and experience given me by UWTSD Course.

Thank you for taking the time to consider my application. I look forward to discussing the opportunity with you further.

Sincerely,

Ventseslav Belev