

## **JOB DESCRIPTION**

**JOB TITLE**

**HOME HELP**

**JOB PURPOSE:-**

**DOMESTIC CLEANING**

Provide for the domestic and social needs of clients creating an environment where clients can achieve and maintain maximum independence in their own homes.

**ACCOUNTABLE TO**

**Home Care & Support Services Manager**

**SUPERVISED BY**

**Service Co-ordinator**

### **DUTIES AND RESPONSIBILITIES**

1. Assistance with the activities of daily living – including assistance with social activities
2. Shopping (including preparation of shopping lists)
3. Assistance with paying bills
4. Day/evening/night sitting services, as required
5. Preparation of snacks and meals
6. Assistance with prescribed medication
7. General cleaning and laundry
8. Ensure a professional relationship is maintained between service user and carer at all times

### **ADMINISTRATION**

1. To maintain accurate and up to date daily records of client care and support
2. Maintain accurate records of financial transactions in line with Age UK's policy and procedures
3. Submit accurate records of mileage as required
4. Submit client timesheets on a weekly basis
5. To record visits by phone using a Telemonitor system (if applicable)

### **TRAINING AND SUPERVISION:**

1. To participate in induction training and regular in-service mandatory training programmes.
2. If required, be willing to undertake the Diploma Level 2 in Support Services
3. To discuss with line manager further training and development needs and to undergo appropriate training and development as required
4. To participate in regular supervision sessions and the organisation's annual Review and Development appraisal
5. To participate in staff and team meetings.

### **REPORTING**

1. To immediately report accidents and any serious incident including safeguarding issues in line with organisational procedures
2. To immediately report any concerns about clients including 'no reply' situations
3. Participate in the review of Care Plans as required

## **Training and Development**

1. Undergo mandatory and departmental training and development as required.
2. Evaluate training undertaken and integrate it into your work programme.

## **Health and Safety**

1. Adhere to Age UK Leicester Shire & Rutland's Health & Safety Policy and related policies mentioned therein.
2. Where applicable ensure project activities are risk assessed in line with the organisation's Health and Safety policies and procedures.

## **Working Practices/General**

1. As well as the Health & Safety policies and procedures above, adhere to and implement all other Age UK Leicester Shire & Rutland's policies and procedures as well as the Personal Care Policies if relevant to your role.

Details of these and other Age UK Leicester Shire & Rutland policies can be found in [F:\COMMUNAL FOLDER\POLICIES](#) or on the Select HR self-service portal.

2. Age UK Leicester Shire & Rutland is committed to its charitable aims, and fundraises in order to provide accessible services for the older people of Leicester, Leicestershire and Rutland. Age UK Leicester Shire & Rutland expects all its employees to partake, when possible, in events which support these charitable aims.
3. Age UK Leicester Shire & Rutland expects all staff to have basic IT skills to enable them to use the systems within the organisation and have a willingness to embrace new technology as it is introduced. Training will be provided to staff who require it.
4. To undertake any other duties that may reasonably fall within the purview of the job.

**This Job Description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character of the post or level of responsibility entailed. Variations are a common occurrence and do not of themselves constitute additional responsibilities.**