

**Attendance Allowance Volunteers**

**Overview**

Attendance Allowance is an important benefit that can help older people by providing money towards the costs of support they may need to live well.

The forms are quite long, and require gentle questioning to get a really good reflection of how difficult the individual is finding it to achieve day to day tasks. We would like volunteers who would visit older people in their own homes and support them to complete the form.



**What does it involve?**

* Arranging appointments to suit you and the older person
* Visiting people in their own homes.
* Talking to them to gain an understanding of their health and day to day living.
* Completing the Attendance Allowance form and associated paperwork
* Discussing with client, and recording other relevant information to check eligibility for other benefits and services
* Maintaining records and enter on Charity Log (internal database)
* Ensure you speak to the Senior Advice Worker if you have any queries about how to advise on a case or if you feel the case is too complex for your skills or experience.



**Can you help?**

* Do you have a gentle, approachable manner?
* Are you good with paperwork?
* Do you like talking to new people?
* Have you experience of older people?
* Are you able to use a computer database?
* Can you commit to at least 6 months of volunteering?



**Volunteer Commitment**

All Age UK Leeds volunteers are offered a full induction. Volunteers also have access to training, informal supervision, briefings and opportunities to participate in social events. Age UK Leeds will provide specific training on Safeguarding, Professional Boundaries and anything relevant to the role.

All agreed out of pocket expenses such as travel costs will be met by Age UK Leeds.

**We offer:**

* support and training
* work experience
* opportunity to develop new skills and interests
* chance to meet new people
* an opportunity to contribute to and be part of an established organisation specialising in the knowledge and understanding of the older people of Leeds
* opportunity to achieve an Age UK certificate if you complete all elements of the Information and Advice training programme

**We would request volunteers try to commit to 6 months because of the level of support and training we will offer you to carry out this role.** A full DBS will be completed, which we will organise, and references received before commencement.





**How to apply**

**To find out more about volunteering as an Attendance Allowance Volunteer** please contact Irene Carey on 0113 389 3000.

**If you wish to apply to be a volunteer** please visit the volunteering section of our Age UK Leeds website or email volunteering@ageukleeds.org.uk