

## **Age UK Bournemouth, Poole & East Dorset**

### **Job Description**

<b>POST TITLE:</b>	Help at Home Gardener
<b>SALARY SCALE:</b>	£11.29 per hour, plus mileage
<b>HOURS:</b>	Zero Hours Contract
<b>PURPOSE:</b>	To undertake light gardening work, such as mowing the lawn, pruning, light weeding, and planting

#### **Main Tasks**

- Mowing the lawn, pruning, light weeding, and planting
- Ensuring that the clients' gardens are completed to a high standard upon leaving their property, disposing of any garden waste in an appropriate manner, using customer bins and compost areas
- Adhering to the health and safety requirements specified by the Help at Home Manager during initial training
- Filling out the appropriate documents (timesheets, work logs, etc.) and returning them to the Help at Home Manager in a timely manner.
- Communicating with the clients in a friendly, polite, and respectful manner

#### **General**

1. To liaise with other Age UK Bournemouth, Poole & East Dorset (AUKBPED) staff to ensure that clients receive all other necessary services and to work as part of a team with other Age UK Bournemouth, Poole & East Dorset staff.
2. To ensure that AUKBPED policies are adhered too, including Health & Safety, Equal Opportunities and Confidentiality etc.
- 3 To undertake any other reasonable duties as requested by the line Mangers, Chief Executive or Trustees.
4. Carry out tasks according to Age UK Bournemouth, Poole & East Dorset policies and standards, in particular on confidentiality, anti-discriminatory policies and health and safety.

## Person Specification

### Help at Home Assistant

	<b>Essential</b>	<b>Desirable</b>	<b>Evidenced by</b>
Previous experience of working with older people		<b>x</b>	Application/interview/references
Experience of working with people with dementia		<b>x</b>	Application/interview/references
Excellent oral and communication skills	<b>x</b>		Application/interview/references
Access to Email	<b>x</b>		
Car Driver	<b>x</b>		Application/interview/references
Good computer skills/ email etc.	<b>x</b>		Application/interview/references
Ability to work alone	<b>x</b>		Application/interview/references
Ability To show empathy with older people and to adapt communication to the needs of the client	<b>x</b>		Application/interview/references
Ability to keep clear and concise written records	<b>x</b>		Application/interview/references
Flexibility	<b>x</b>		Application/interview/references
Good time keeping	<b>x</b>		Application/interview/references
Reliable & honest	<b>x</b>		Application/interview/references
Ability to keep confidentiality	<b>x</b>		Application/interview/references
Willingness to undertake training	<b>x</b>		Application/interview/references
Understanding the needs of older people		<b>x</b>	Application/interview/references