

Age UK Bournemouth, Poole & East Dorset **Job Description**

POST TITLE:	Help at Home Assistant
SALARY SCALE:	£8.91 per hour
HOURS:	Zero Hours Contract
PURPOSE:	To undertake domestic support, shopping, accompanying to appointments, small de-cluttering jobs, washing or ironing & companionship

Main Tasks

- Cleaning, washing, sweeping, mopping, dusting, polishing and vacuum cleaning of designated areas to the required standard.
- Emptying litter bins, etc. and removing waste to designated areas.
- Cleaning of toilets and washrooms to the required standard where allocated.
- Spray cleaning floors and mopping.
- Ironing
- Laundry
- Changing beds
- Cleaning of working surfaces and other furniture as directed.
- Undertaking shopping for clients, or taking them shopping where the appropriate assessments have been carried out
- Small de-cluttering jobs
- Accompanying to appointments
- Companionship

General

- To work as part of a team and liaise with other Age UK Bournemouth, Poole & East Dorset (AUKBPED) staff to ensure that clients receive all other necessary services
- To ensure that AUKBPED policies are adhered too, including Health & Safety, Equal Opportunities and Confidentiality etc.
- To undertake any other reasonable duties as requested by the line Mangers, Chief Executive or Trustees.
- 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.

Age UK Bournemouth, Poole & East Dorset Person Specification

Education & Qualifications:	Essential	Desirable	Source of Criteria Evidence
Qualification in IT		✓	Application
Experience:			
Demonstrates sound knowledge of the needs of older people		✓	Application and interview
Skills and Abilities			
Engaging interpersonal skills, clear and patient approach	✓		Application and interview
Excellent communication skills	✓		Application and interview
Excellent planning and organisational skills	✓		Application and references
Competent in the use of IT equipment and good knowledge of Microsoft, Apple and Google products	✓		Application
Highly self-motivated, demonstrates integrity and trustworthiness	✓		Application and interview
Work cooperatively and professionally with colleagues as part of the immediate and wider team	✓		Interview and references
Excellent customer service skills, at all levels	✓		Application and interview
Other:			
The legal right to work in the UK	✓		Application and interview
Full clean driving license	✓		Application and interview