

Age UK Bournemouth **Job Description**

POST TITLE:	Help at Home Assistant
SALARY SCALE:	£8.21 per hour
HOURS:	9 hours per week option to increase hours on a zero hour contract basis
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
- Washing
- Changing beds
- Using powered equipment where necessary (vacuum cleaners).
- 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

1. To liaise with other Age UK Bournemouth (AUKB) staff to ensure that clients receive all other necessary services and to work as part of a team with other Age UK Bournemouth staff.
2. To ensure that AUKB 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 Officer or Trustees.
4. Carry out tasks according to Age UK Bournemouth policies and standards, in particular on confidentiality, anti-discriminatory policies and health and safety.

Person Specification

Home Support Worker

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