

HOME WORKER Job Description

Job title:	Home Worker
Locations Available:	Bromsgrove, Redditch or Wyre Forest area
Responsible to:	'At Home' Coordinator
Hours of Work:	Zero Hr Contract
Salary:	£8.91 ph. & Travel allowance
Start date:	As soon as possible

JOB PURPOSE AND ROLE:

To deliver a high quality 'At Home' Service, to support older people across Bromsgrove, Redditch and Wyre Forest. The service will provide practical assistance with household tasks to enable older people to remain safely and comfortably in their own homes for as long as possible. The Homeworker will provide help with a range of tasks to suit the client's needs such as general cleaning duties, shopping, ironing and collecting prescriptions, whilst always aiming to provide a person centred service.

PRINCIPLE RESPONSIBILITIES AND DUTIES:

1. To support older people, in a flexible manner, by working with them or completing tasks for them depending on their needs.
2. To work safely and in line with health and safety requirements and training.
3. To be polite, courteous and presentable at all times. You will be required to wear a uniform and carry an I.D card which will be issued to you on induction.
4. To deliver the service, within Age UK Bromsgrove, Redditch and Wyre Forest's principles and practice, to respond to and deliver jobs as directed and allocated by the Co-ordinator, which will require you to be flexible in the tasks you choose to complete.
5. To report to the Help at Home Co-ordinator any concerns you have with the clients Safety or your own (please refer to Safeguarding policy)
6. To assist the administrator and Co-ordinator in carrying out client surveys and any other quality assurance processes as required by the Organisation.
7. To work in conjunction with the scheme administrator and coordinator to distribute materials for the scheme, and advice booklets for the scheme.
8. To undertake any other duties as required commensurate with the skills of the post holder and requirements of the organisation.

9. To keep work records as requested and in line with data protection and confidentiality, to ensure time sheets are returned and signed to the office on time. To inform the office of any missed visits and calculations.

OTHER INFORMATION

- Age UK Bromsgrove, Redditch and Wyre Forest are committed to equal opportunities, principles and practice.
- All staff, in their particular roles and working collaboratively, will be expected to pursue the aims and objectives of Age UK Bromsgrove, Redditch and Wyre Forest set out in the overall strategic plan of the Organisation.
- All staff must work within the policies and guidelines adopted by the Organisation (see Home worker Handbook & Staff Handbook).
- All staff will participate in the supervision and appraisal systems adopted by the Organisation.
- Age UK Bromsgrove, Redditch and Wyre Forest is committed to staff and organisational development, we will identify training needs and will expect and encourage the involvement of all staff in meeting them appropriately.