Date as postmark

Dear Applicant

**Home from Hospital Support Worker – Calderdale & Kirklees**

Thank you for your interest in the above position. Please find enclosed: -

* Job Description
* Person Specification
* Basic Terms of Employment
* Equal Opportunities Monitoring Form
* Your Application and our Recruitment Process
* Application Form

Please read these papers carefully **before** you complete the application form, as short-listing will be based on the information you provide. Please **do not** submit a CV as a substitute for completing the application form.

We welcome applications from all sections of the community and have a Equality, Diversity & Inclusion Policy.

If you require the advert or application pack in any other format, please contact us.

As users of the disability confident scheme, we guarantee to consider all disabled applicants who meet the minimum criteria for vacancies.

Please return your completed application form to the address below**.**

Yours faithfully

C Rodmell

Carol Rodmell

**Quality Executive**

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Age UK Calderdale & Kirklees

JOB DESCRIPTION

**Post:** Home from Hospital Support Worker – Calderdale & Kirklees

**Hours:** Monday and Tuesday (covering Kirklees) and Thursday, Friday and Sunday (Covering Calderdale)

9.30 am to 5.30 am ( Monday to Friday) & 10.00 am to 6.00 pm Sunday

**Salary:** £9.50

**Reporting to:** Service Coordinator

**Base:** Age UK Wellbeing Centre, Rimani House, Halifax &

Age UK Wellbeing Centre, Sundale House, Bradley

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**Organisational and general responsibilities**

Age UK Calderdale & Kirklees works in a variety of roles, many of which are based in differing geographical areas of our region.

In order that we can be most effective in the provision and delivery of services and projects to the older people of Calderdale & Kirklees you will need to work as part of a team. You will contribute to and share in the work of the Organisation while maintaining an awareness of the political and social environment in which we work.

You will be expected to develop good working relationships with other Age UK Calderdale & Kirklees staff and relevant external organisations, as appropriate to your role.

You will adhere to all roles and responsibilities in line with Age UK Calderdale & Kirklees’ policies and procedures and all legislative requirements. You will be expected to undertake any other activity requested by your Line Manager(s) that is appropriate to the experience and level of responsibility of the post holder, and to promote the work of Age UK Calderdale & Kirklees whenever possible.

**Key areas of responsibility:**

1. To provide practical support to people over 50 in their own homes and who have been discharged home from hospital.
2. To improve service users’ confidence and ability to cope at home.
3. To contribute to assisting in reducing bed days for older people and avoiding unplanned re admissions to hospital.

**Principal tasks:**

1. To travel within the community and hospitals from one client’s home to another, using your own car, to provide practical short-term assistance to older people following discharge from hospital.
2. To assess needs and assist generally until the client is more confident and able to undertake these tasks themselves, for up to 6 weeks
3. To establish positive relationships with the clients you are working with to determine with them their needs, wants and aspirations.
4. To facilitate access to other appropriate services available in the community and provide information to the client about those services.
5. To enhance the social well-being of clients by talking and listening to them.
6. To assist in arranging for clients to see doctors, nurses and any other professionals that may be involved in their care if required.
7. To maintain client confidentiality at all times and to seek permission to share key information with professional staff when required
8. To provide written and verbal reports and assessments and liaise with the service coordinator, family, friends and other professionals.
9. To attend staff meetings and reviews on clients.
10. To carrying out simple home safety checks and pass on any concerns to appropriate agencies.
11. To promote independence which may include motivating, escorting, encouraging self-help and observing any changes in the client.
12. To attend appropriate training programmes to enhance the effectiveness of both yourself and the project, whether within or outside normal working hours.
13. To be prepared to work flexible and unsociable hours, including evenings and weekends, and be willing to cover for colleagues at times of holidays or illness, as required in order meeting the needs of the service and the client.
14. The post holder’s duties must be carried out in compliance with Age UK’s guidelines, policies and procedures, and Health and Safety at Work Act (1974) and subsequent Health and Safety Legislation

This role will be evolving all the time therefore the above must not be assumed to be an exhaustive list of duties. You will be working as part of the Age UK Calderdale & Kirklees services team and will be expected to contribute to the effectiveness and development of that team.

**PERSON SPECIFICATION**

**Home from Hospital Support Worker**

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| **ATTRIBUTES/REQUIREMENTS** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **EDUCATION,**  **QUALIFICATIONS AND VOCATIONAL TRAINING** | Willingness to undertake training on an ongoing basis. | Good basic education.  NVQ In Care | Application form |
| **RELEVANT EXPERIENCE** | An understanding of the needs of older people. | Previous experience in a caring role.  Direct experience of working with older people.  Awareness of discriminatory practices e.g. equal opportunities and confidentiality issues | Interview  Application form |
| **KNOWLEDGE AND SKILLS** | Good communication and listening skills.  Ability to complete paperwork accurately and within required timeframes. | Knowledge of activities and resources in the community. | Interview  Application form |
| **PERSONAL CHARACTERISTICS** | Ability to work as part of a team or independently.  Be able to act on own initiative.  Patient tolerant, sensitive to others needs  Reliable and trustworthy. |  | Interview  Application Form |
| **ADDITIONAL FACTORS** | Flexible approach -will include unsociable hours.  Ability to prioritise.  Full driving licence + use of a vehicle during working hours. |  |  |