

JOB DESCRIPTION

Post Title: Home Support Service - Gardener

Reporting Line: The Home Support Administration Office

Summary of post: Team Purpose: Home Support Service aims to support people to stay in their own home and maintain their independence by providing assistance with those tasks that they are unable to do alone.

Job Purpose: To work with and for older people to enable them to carry on living safely and independently in their own home and do the tasks they need and want you to do. It is recognised that when a garden becomes uncared for it is an indication that the person living there may be elderly and vulnerable. It is also known that unscrupulous people may target the property. Clients will be charged a reasonable amount for this service.

Hours of work: The service operates Monday to Friday 9.00am to 5.00pm

Location: At the clients' property. Our service covers Coventry & Warwickshire, North Warwickshire, Rugby, Leamington & Stratford Upon Avon.

Duties and Responsibilities

1. To support older people, in a flexible manner, to undertake gardening tasks that they cannot do alone, to either work with the older person or to do the tasks for them depending on the older persons needs and wishes.
2. Gardeners will be required to be flexible both with tasks and appointments in inclement weather conditions.
3. Undertake the client assessment at the first visit returning paperwork to the office in line with procedures (Assessment training will be given)
4. At the first and every following visit undertake a risk assessment to include checking all gardening equipment prior to use. Returning paperwork in line with procedures.
5. Contact clients direct to reschedule appointments if weather conditions are unsuitable for gardening tasks to be undertaken.
6. To report back to the office any concerns about the well-being of the client or concerns about risks to yourself. To be aware of and follow guidelines as set out in Age UK Coventry' & Warwickshire's Protection of Vulnerable Adults procedures.
7. To keep work records (including client details and timesheets) securely and as requested.

8. To have an awareness of other Age UK Coventry & Warwickshire's services which the client may benefit from accessing and raise these with the client when appropriate.
9. To attend all mandatory training and meetings as requested by the office.

Below are some examples of what these tasks may include. However, this is not an exhaustive list

- Grass Cutting
- Hedge trimming from ground level.
- General Weeding
- Clearing paths
- Sweeping
- Teaking garden furniture
- Watering plants in planters, tubs, or pots

All staff have an individual responsibility to comply with the organisation's policies and practices.

This job description will be reviewed annually in line with appraisals.

Employee Signature..... Date.....

Please print name

Person Specification: Gardener

	Essential	Desirable	Tested At
Knowledge and Experience			
Experience of undertaking gardening tasks (can be with your own garden)	✓		
Experience of working with older people may be an advantage but is not compulsory.		✓	
Skills and Abilities			
A full driving licence valid for use in the UK as driving and access to a car is a necessary part of the role.	✓		
A basic knowledge of general gardening, plants and use of gardening equipment.	✓		
A friendly and patient manner and the ability to work with older people.	✓		
A hands-on approach balanced with the ability to listen to the older person and ensure that they are as involved with each task as they want to be.	✓		
Highly self-motivated and able to work confidently on own initiative, with minimal supervision.	✓		
Flexible approach to work particularly as the service is still developing.	✓		
A genuine desire to work with older people and help them improve or maintain their quality of life and independence.	✓		
Well organised and the ability to manage time well.	✓		
Personal Qualities			
Warm.	✓		
Friendly.	✓		
Approachable.	✓		
Helpful.	✓		

- The post will be subject to a successful DBS check and two reference checks
- Reasonable travel expenses between clients' houses will be paid subject to staff having the required vehicle insurance.

Person Specification:

	Essential	Desirable	Tested At
Qualifications			
	✓		
Knowledge and Experience			
Skills and Abilities			
Personal Qualities			

Key: **A** = Application Form **I** = Interview Process