

### Volunteer Task Description

<b>Role Title:</b>	<b>Friend at Home Assessor</b>
<b>Where:</b>	London Borough of Tower Hamlets
<b>When:</b>	To be arranged
<b>Purpose of Role:</b>	<p>Tasks to include the following:</p> <p><b>Activities</b></p> <ul style="list-style-type: none"> <li>• Contacting Service Users to arrange an assessment</li> <li>• Visiting Service Users to undertake a Befriending Assessment. This involves finding out the following from the Service User: <ul style="list-style-type: none"> <li>○ What they would like in a Befriender (gender etc.)</li> <li>○ When they would like their befriender to visit</li> <li>○ What they would like to do when the Befriender visits</li> <li>○ Identifying any risks there might be</li> <li>○ If there are any other unmet needs</li> </ul> </li> <li>• Completing an assessment form on paper &amp; transferring information to the online database</li> <li>• Referring the Service User onto other appropriate services</li> <li>• Liaising with Volunteer Befrienders to match them up with Service Users</li> <li>• Introducing the Service User to their Befriender</li> <li>• Undertaking a 6 week review of the Befriending partnership with the Service User &amp; Volunteer (individually)</li> <li>• Completing relevant paperwork and transferring the information onto AUKEL's database</li> <li>• Liaising with Staff Members to keep them informed of the assessment/ matching/ introduction and review stages</li> </ul>

	<ul style="list-style-type: none"> <li>All tasks must be carried out in accordance with Age UK's East London's policies and procedures including: Equal Opportunities, Health &amp; Safety, Confidentiality, Complaints, Data protection, Safeguarding Vulnerable Adults.</li> </ul>
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>To have good communication skills.</li> <li>To have good written skills</li> <li>To have good IT skills.</li> <li>To have an empathy with Older People</li> </ul>
<b>What's in it for you:</b>	<ul style="list-style-type: none"> <li>You will have opportunities to gain more experience/skills</li> <li>You will have access to in-house training</li> <li>This is an ideal opportunity for someone who is Doing an Health &amp; Social Care Course</li> </ul>
<b>For more information contact:</b>	<p>Please email <a href="mailto:sharon.waddams@ageukeastlondon.org.uk">sharon.waddams@ageukeastlondon.org.uk</a> should you wish to volunteer with Age UK East London or download the application form and either email to the above email or post to the address on the form.</p>