

JOB DESCRIPTION

1. **Job Title: Enabler**
2. **Hours:** Variable, according to demand. Monday to Friday
3. **Salary:** £9.00 / £9.60 per hour, dependent on complexity of client need. Includes paid travel time between clients
4. **Responsible to:** The Manager of the Enabling Service
5. **Location:** The office base will be at Age UK Exeter, The Sycamores, Mount Pleasant Road, though you will travel directly from your home address to work with clients in their own homes and in the community.

**Purpose:** To provide a service to older people in Exeter that promotes their independence, health and mental well-being working towards personalised outcomes.

1. **Main Duties:** 7.1 To work with individuals on a range of tasks, such as
* enabling to go shopping and other engagements;
* enabling domestic daily living tasks, including light cleaning;
* support with paperwork, finances and correspondence;
* befriending, advising and signposting to other agencies;
* Other similar tasks.

Tasks will *not* include personal care tasks such as washing or dressing.

* 1. To work with clients and others to enable clients to remain living independently in their own homes by supporting their needs and the take up of new opportunities where appropriate. This includes being able to evaluate progress and revise plans to take account of changing circumstances to ensure individual outcomes are met.
	2. To work alongside clients to enable them to participate more fully in negotiations and communications that affects their daily lives. For example, accompanying to appointments to interpret and explain information and engage in discussions arising from such information.
	3. To make a risk assessment of the risks and hazards present in any environment where you are working with a client and to make competent decisions regarding their management to secure the safety of yourself, your client and others.
	4. To keep in regular contact with the Enabling team, and to report any concerns at the earliest opportunity, adhering to any deadlines.
	5. To make working arrangements with the Enabling team and clients to ensure that your overall work timetable fits together and that clients receive services at times that are convenient and appropriate to them.
	6. To ensure that the required paperwork is completed by you and service users, and then returned by you adhering to deadlines, thereby contributing to effective administration and evaluation of this service.
	7. To participate fully as a member of the enabling team; covering for absent team members, attending staff training, regular staff meetings and supervision.
	8. To undertake any other duties commensurate with the post.
1. **Probationary Period:** 6 months from commencement of post.
2. **Pension:** Staff aged between 22 and state retirement age earning above the threshold for income tax will be automatically enrolled into the Scottish Widows Age UK pension scheme based on a 5% contribution by both employer and employee. Staff may opt out of the scheme within 30 days of receiving the scheme’s joiner pack for a full refund of any contribution made. Other staff may opt to join the scheme upon request.
3. **Notice:** One month’s notice will be required in writing by either side. One week during the probationary period.
4. **Travel:** Mileage will be paid between clients at a rate of 40p per mile. It will not be paid from home to first client or last client to home. Mileage will also be paid for occasions when the client is escorted out in your car.
5. **Annual Leave:** 6 weeks including public holidays.

For an informal discussion concerning the post please contact Karen Brooks, the Enabling Service Manager on 01392 455606

Shortlisted candidates will be contacted and invited for interview. In the interests of economy we regret we are unable to acknowledge other applications.

The post is subject to an enhanced police check via the Disclosure and Barring Service.



Enabler

Person Specification

**Essential**

* An understanding of, and sensitivity to, the needs of older people.
* Respect for older people.
* Able to work on own initiative; awareness of when to seek further support or guidance
* Energy, flexibility and an ability to problem solve
* Experience of empowering others so as to maximise their potential.
* Good inter-personal and communication skills at all levels, both over the phone, in person and in writing.
* Well-organised and able to juggle competing priorities.
* Understanding of confidentiality issues.
* Understanding of risks and hazards.
* Ability to maintain an air of calm in stressful situations.
* Confidence in handling money and other official/formal paperwork.
* Warm, friendly personality with non-judgemental attitude.
* An understanding of the concepts of “enabling” and “advocacy”.
* Physically fit and able to push wheelchairs
* Good general level of education.
* Full driving licence and access to a car.