**Age UK Maidstone**

**Independent Living Service**

**Job Description**

Job Title: Independent Living Support Worker

Responsible To: Independent Living Support Co-ordinator

**THIS POSITION IS SUBJECT TO A CRIMINAL RECORDS BUREAU ENHANCED DISCLOSURE**

**Job Summary:**

To undertake a wide range of domestic tasks for older people in their own homes according to their individual needs and wishes.

**Outline of Duties:**

1. General domestic cleaning and tidying, including washing floors and other surfaces, vacuuming and dusting, cleaning bathrooms, toilets and kitchens, living rooms, bedrooms and hallways.

2. To co-operate with the service user’s carers, relatives, health service workers, whilst maintaining a flexible approach to the service provided.

3. Tasks related to washing, ironing and general care of clothing and linen. Weekly shopping if required.

4. To maintain basic records such as weekly work records.

5. To be punctual and reliable.

6. To report to the Service Co-ordinator any concern for the well being of the service user, alerting him/her to any urgent/serious problems.

7. To be flexible to the service user’s wishes as to how the work is carried out.

8. To work to high standards consistently.

9. If requested to do so by the Service Co-ordinator, to collect payment for the work from the service user, and issue and receipt immediately.

10. To adhere to the principle of confidentiality.

11. To adhere to the advice set out in the Lone Worker Policy.

12. To keep the Service Co-ordinator up to date with any changes to your working hours.

PLEASE NOTE:

(i) Support Workers **will not** provide any personal care services e.g. provide assistance with washing, dressing, and mobility. Meals will not be prepared.

(ii) Your honesty and integrity is paramount. If a service user reports any suspicions to the contrary it will be taken seriously. In accusations of theft the Service Co-ordinator will encourage the service user to involve the police.

(iii) Never take another person with you when you visit a client’s home. This includes children.

Additional Requirements:

* Access to a car with Business Use Insurance
* A mobile telephone, to receive incoming calls.

The following training will be provided:

* First Aid
* Manual Handling
* Infection Control