

AGE UK ROTHERHAM – Job Description

Personal assistant

Location:	Community based to travel throughout Rotherham
Responsible to:	Operations manager
Hours:	Zero hours.
Scale:	AUKR Scale 9 - £9.54 per hour and mileage paid
Purpose of the role:	To Provide help, assistance and support to enable older people to live independently in their own home and have access to their community.

Main duties & responsibilities:

Service Delivery

- To ensure a high standard of professional hygiene and safety.
- To follow support plans and risk assessments to ensure the safe and effective delivery of the service.
- To provide a high quality cleaning plus service i.e. general household cleaning, essential shopping, laundry, whilst encouraging independence where appropriate
- To support and help to prepare meals, snacks and drinks.
- To support the service user with any correspondence.
- To support the service user to access primary care and support with appointments.
- To support service user to join in community activities and groups.
- To enable the service user to go out on outing and trips.
- To be proactive as ambassadors of Age UK Rotherham offering information in relation to and providing support to access other Age UK services
- To take appropriate action in an emergency/unforeseen situations
- To liaise with other appropriate staff re changes or issues regarding their service user.
- To be responsible for ensuring that service users are available for a restart visit following a hospital stay .
- Liaise with family members and other professionals as directed by manager.
- To be able to travel around the Rotherham Borough
- To be able to cover a flexible Rota, and to be able to work additional hours when requested to ensure the smooth running of the service.
- Initial planning of cover for own service users during holidays

Reports and monitoring-

In line Data Protection laws:

- To maintain service users support plans in line with the AUKR standards
- To complete and submit relevant service user information in line with procedures and deadlines to aid the smooth running of the service.
- To submit relevant documentation to the operations manager as and when directed.
- Provide and receive written information regarding service users conditions and their abilities.
- To continually monitor and review service users to ensure the support plans suit any changing need and alert manager to any changes.

Finance

- Be responsible for handling small amounts of money, collecting appropriate fees for service and issuing receipts whilst following Age UK Rotherham's financial procedures

Other duties

- Undertake personal development activities, supervision and training in line with Age UK Rotherham's policies and procedures.
- Be involved in activities as determined by the service which may from time to time fall outside usual working hours.
- Any other duties which are deemed to be appropriate and suitable for the post holder to undertake.

1. Equal Opportunities

Act in accordance with the ACR Equal Opportunities Policy, which is designed to prevent discrimination of any kind, and ensure equality of opportunity is a key principle that is continually embraced.

2. Health and Safety

Ensure that all duties are carried out in line with the organisation's health and safety policies and procedures

3. ACR Corporate Image.

As a member of Age UK Rotherham adopt a professional approach and manner at all times.

4. Confidentiality

Maintain absolute confidentiality in accordance with the organisation's information procedures

This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties, which may have to be varied subject to the needs of the service and in keeping with the general profile of the post.

This position is subject to a satisfactory Disclosure Barring Service check

PERSON SPECIFICATION

	Essential	Desirable
Experience	Experience of working with older people in a care setting Be able to travel around the Rotherham Borough	Full, clean driving license and access to transport
Qualifications and training	Safeguarding of vulnerable adults	First Aid Moving & Handling Food hygiene Health & Safety
Knowledge	Professional , polite and approachable manner Commitment to high quality service and continuous improvement in service delivery Tidy professional appearance Supporting/encouraging people with daily living tasks following a support plan Ability to understand and respond the needs of older people Good communication skills (oral, written, listening).	Completion of care/support plans Maintaining accurate, confidential records Understanding the enabling approach to supporting the older person Ability to work with people with a wide range of conditions Awareness of confidentiality, safeguarding and equal opportunities.
Skills and abilities	Commitment to the aims and policies of Age UK Rotherham. Flexible to the needs of the growing service	
Personal attributes	Shows initiative Assertive and confident Self motivated Good time keeper Able to work effectively under variable pressure	

Note to applicants: You will only be short-listed from the details on your application form if you demonstrate on it that you meet the essential criteria.

If anything in the job description or person specification presents a problem or barrier to you because of a disability, please tell us in your application, as we are committed to making reasonable adjustments to the job wherever possible and it is important to know your needs in order to do so.