

## **HELP AT HOME SERVICE**

### **Job Description**

<b>Job Title:</b>	Home Support Worker
<b>Responsible to:</b>	Senior Co-ordinator, Help at Home
<b>Accountable to:</b>	Director of Operations
<b>Location:</b>	As agreed with post holder
<b>Grade:</b>	Domestic
<b>Hours:</b>	Part time

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### **Job Purpose**

To provide a range of domestic, gardening and other help as part of the Help at Home team. The service provides practical support and assistance to older people in their homes in order to remain independent.

### **Principal Duties of the Home Support Worker**

1. To participate in a variety of tasks that could include, vacuuming, dusting, laundry, ironing, changing beds, shopping, gardening (this list is not exhaustive).
2. To co-operate with Clients and/or family in providing a flexible, caring and responsive approach to assist older people to maintain independent living.
3. To help promote independence and choice where possible in the practical activities of daily living as undertaken by the Client.
4. To be aware of other services and activities delivered locally by Age UKSTW and other providers which would be of benefit to the Client.
5. To promptly report to the service co-ordinator any changes in circumstances or observations causing concern for the well-being of the Client.
6. To promptly report any issues which may constitute a health, safety or welfare risk to you or the Client.
7. To comply with the Home Support Workers Handbook and with the instructions, policies and procedures of Age UK Shropshire Telford & Wrekin and those specific to the Help at Home service.
8. To maintain necessary work records, deal with financial transactions and submit timesheets weekly
9. To undertake any other duties and training as may be required consistent with the duties and responsibilities of the post.

## **Conditions of Service**

1. The position is part time.
2. The Scheme will endeavour to offer a work pattern and tasks to suit the Home Support Worker (HSW).
3. The HSW will receive an hourly rate £12.21/hr, travel time and expenses.
4. The HSW will be paid on or around the 20<sup>th</sup> of each month following receipt of completed weekly timesheet(s).
5. The main office base is the Age UK Shropshire Telford & Wrekin office in Shrewsbury, but the HSW will be required to work within their local area.
6. The annual leave entitlement will be at the rate of 24 days per annum plus bank holidays. Pro rata for staff working part time.
7. The post requires one months' notice on either side.
8. The HSW is responsible for getting to and from their place of work. Having a car is essential for which a mileage allowance will be paid. Class 1 Business Cover Insurance is required.
9. This post is exempt from Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Disclosure Barring service (DBS) before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information.
- 6 Pension Scheme details are available on request.