



JOB TITLE: HOME SUPPORT WORKER

RESPONSIBLE TO:

Responsible to the Operations Manager to undertake a range of practical tasks for older people in their own homes, within established policies and procedures of Age UK Stafford & District

****Not all of the tasks below will be required by each client.**

DUTIES AND RESPONSIBILITIES

- 1] General housework and other practical tasks.

Vacuuming	Pension collection
Dusting	Shopping or escorting to shops
Cleaning work surfaces	Other general housework
Spring cleaning – cupboards	Internal cleaning of windows
Changing beds	

Any other task requested by the Home Support Team Leader

- 2] To report to the Home Support Team Leader if there are any concerns regarding your client.
- 3] To maintain weekly timesheets – one for yourself and one for the client.
- 4] To hand in timesheets and monies on a weekly basis.
- 5] Work within the framework of the Health & Safety At Work Act and report any accidents however small.
- 6] Follow confidentiality policy as outlined in your Handbook.
- 7] Attend any training deemed necessary.
- 8] Ensure all Age UK Stafford & District's policies and procedures are adhered to at all times

- 9] It is not acceptable for Age UK staff to undertake ANY private work for for Age UK clients to which they have been introduced by our services, directly or indirectly.

Any Home Helper undertaking work privately for our clients whilst employed by Age UK will be in breach of contract and liable to disciplinary procedures.

GENERAL INFORMATION

This job description does not claim to identify all tasks involved in the post but tries to outline the main tasks. It is expected that the post holder will have a flexible attitude towards working patterns and practices to meet changing business needs of the organisation and the job description will be reviewed annually. Any variations will be consistent with the level of responsibility contained within the job description.

The post holder is required to attend and contribute to team meetings, supervisions and appraisal sessions and attend training sessions relevant to the role.