

Volunteer Task Description:

Care Services Volunteer

Task to include some or all of the following:

Day to Day Tasks:

- Answering Phones
- Take Referrals
- Pass Referrals to Care Team
- Make up Welcome Packs
- Home Help Assessments
- Reviews of Services already in place
- Delivering Home Help Vouchers

Specialist Role:

- To assist in Fortnightly 2hr sessions at Hospitals, Job Centres, etc to promote the Care Services.
- To carry out the duties of the post in accordance with Age UK's East London's policies and procedures including: Equal Opportunities, Health & Safety, Confidentiality, Complaints, Data protection, Safeguarding Vulnerable Adults

Please Email Sharon.waddams@ageukeastlondon.org.uk if you wish to volunteer with Age UK East London or down load the application and return either by email or by post to the address on the form.