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| **JOB TITLE** |  | | **Community Home First Coordinator** | |
| **SALARY:** |  | | £18,252 (ROP £13.50 per hour) | |
| **HOURS:** |  | | 26 hours per week (over min 4 days to include a Friday) | |
| **CONTRACT:** |  | | 8 months contract (possible extension) | |
| **LOCATION:** |  | | Remote (home) working + travel across Cheshire West to support patient discharge from Countess of Chester Hospital and Leighton Hospital. | |
| **ACCOUNTABLE TO:** |  | | Services Manager | |
| **ROLE SUMMARY:** |  | | Age UK Cheshire works with older people to support them in living their best life…   * **relieving loneliness**, so that older people feel connected, * **combatting poverty**, so that older people have enough to live on, and * **increasing independence**, so that older people can live the lives they want to lead | |
|  | | In this impactful role, you will support older individuals and manage an active caseload, ensuring the people we work with receive personalised and comprehensive assistance. Your responsibilities will include conducting home visits for practical support, performing home hazard assessments, and facilitating a safe and comfortable homecoming after hospital discharge. You will be instrumental in maximising clients' income through benefit checks and arranging essential home preparations. Regular welfare checks, both in-person and via phone, will be crucial to monitor and support the well-being and progress of each individual.  This position also involves actively engaging people aged 55 plus with their community through local facilities and services, enhancing their quality of life. You will coordinate with other community sector organisations to secure additional support, always prioritising the consent and preferences of the clients. This role is an opportunity to make a meaningful difference in the lives of individuals, offering vital support to those in need. | |
| **JOB DESCRIPTION** |  | |  | |
| **SERVICE DELIVERY:** | 1 | | To receive referrals from a variety of health and social care professionals and manage a caseload of clients ensuring that they receive appropriate support and services. | |
| 2 | | To arrange and conduct home visits to provide low level practical support and a safe return home from hospital discharge. | |
| 3 | | Carry out a home hazard assessment to identify potential household hazards and health-related concerns such as vision, hearing and medication and make onward referrals for support identified. | |
| 4 | | Ensure people receive a benefit check and support with form filling to maximise their income, taking into account any changes in health and social issues. | |
| 5 | | Arranging (with the client’s permission) a safe homecoming from hospital, to ensure that the house is warm, that there are drinks and basics in the fridge, and the house is in good order and suitable for any change in needs following a hospital stay. | |
|  | 6 | | Provide welfare calls, contact either by phone or in person to check in on the person’s wellbeing, progress and to report any issues. | |
|  | 7 | | Referring (with the permission of the client) to other agencies and services for additional support from other community sector organisations as appropriate. Focusing on reablement, increasing independence, and reducing social isolation. | |
|  | 8 | | To keep records of all referrals and contact with clients within relevant IT systems. | |
|  | 9 | | To attend appropriate training and supervision sessions as required and report regularly to the Services Manager according to agreed standards. | |
| **PEOPLE:** | 1 | | Contribute to a trusting, constructive and positive team spirit. | |
| 2 | | Communicate effectively with a range of stakeholders. | |
| 3 | | Ensure that as a volunteering organisation and an employer, Age UK Cheshire respects its responsibilities under the Equality Act. | |
| **GENERAL:** | 1 | | Lead by example in living our organisational values. | |
| 2 | | Commit to behave in an honest, fair, and ethical manner | |
| 3 | | Self-reflect, assess strengths and weaknesses, and take responsibility for own personal development. | |
| 4 | | Undertake any other duties as required. | |
| **PERSON SPECIFICATION** |  | |  | |
|  |  | | Experience of working with the public, ideally with knowledge in  assisting and supporting people with various health conditions. | |
|  |  | | Excellent interpersonal skills, with an ability to develop team working | |
|  |  | | Clear understanding of the issues affecting the lives of older people and their carers. | |
|  |  | | A commitment to person-centred support with the ability to understand  and prioritise the consent and wishes of the individual. | |
|  | | Effective communication skills, both written and oral, including case  recording skills and experience of producing written reports. | |
|  | | Good organisational skills, I.T. skills, including use of databases. | |
|  | | Commitment to equal opportunities and confidentiality. | |
|  | | Have use of a car, full driving licence and ability to travel across  Cheshire West on a daily basis. | |
| **ADDITIONAL INFORMATION** |  | |  | |
| **HOURS:** |  | | The hours of work for this role are 26 per week (including energy Advice), over 4 weekdays to include a Friday (exact work pattern to be agreed) | |
| **CONTRACT:** |  | | All new staff are subject to a six-month probationary period. Four weeks’ notice is required to terminate employment by either side i.e. the employee or Age UK Cheshire. During the probationary period, one week’s notice is required by either side. | |
| **FUNDING:** | |  | | Funding is currently secured to March 2025 (December 2024 for 4 hours Energy Advice) with possible extensions. |
| **HOLIDAY ENTITLEMENT:** |  | | From the 1st January to 31st December the basic annual entitlement for full time employees is 25 days, plus an entitlement to Public Bank Holidays and a discretionary entitlement to 1 extra day awarded by the Trustees.  Part time staff will have their entitlement pro-rated according to the  number of hours they are contracted to work. | |
| **PENSION:** |  | | Age UK Cheshire has a stakeholder pension scheme in place for eligible employees. | |
| **HEALTH CARE:** |  | | Age UK Cheshire offers a Health Care Cash Plan and staff are entitled to receive healthcare benefits | |
| **CRIMINAL DISCLOSURE:** |  | | The post holder will be subject to police checking by the Disclosure and Barring Service (formerly CRB) Enhanced Disclosure. | |
| **TRAVEL:** | |  | | The nature of the job will require travel across Cheshire and candidates must be able to meet this requirement. Travelling expenses will be paid  for travel incurred in the course of duty (mileage is paid at Inland Revenue dispensation rate – currently 45p per mile). |
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Age UK Cheshire is a Mindful Employer and positive actions will be taken to ensure that people will not be

excluded from working for the organisation because of their age, race, ethnicity, faith, marital status, sexual

orientation, gender, physical or mental health.

Registered charity 1091608