

Age UK Bournemouth, Poole & East Dorset **Job Description**

POST TITLE:	Help at Home Gardener
SALARY SCALE:	£12.38 per hour, plus mileage
HOURS:	Zero Hours Contract
PURPOSE:	To undertake light gardening work, such as mowing the lawn, pruning, light weeding, and planting

Main Tasks

- Mowing the lawn, pruning, light weeding, and planting
- Ensuring that the clients' gardens are completed to a high standard upon leaving their property, disposing of any garden waste in an appropriate manner, using customer bins and compost areas
- Adhering to the health and safety requirements specified by the Help at Home Manager during initial training
- Filling out the appropriate documents (timesheets, work logs, etc.) and returning them to the Help at Home Manager in a timely manner.
- Communicating with the clients in a friendly, polite, and respectful manner

General

1. To liaise with other Age UK Bournemouth, Poole & East Dorset (AUKBPED) staff to ensure that clients receive all other necessary services and to work as part of a team with other Age UK Bournemouth, Poole & East Dorset staff.
2. To ensure that AUKBPED policies are adhered too, including Health & Safety, Equal Opportunities and Confidentiality etc.
- 3 To undertake any other reasonable duties as requested by the line Mangers, Chief Executive or Trustees.
4. Carry out tasks according to Age UK Bournemouth, Poole & East Dorset policies and standards, in particular on confidentiality, anti-discriminatory policies and health and safety.

Person Specification

Help at Home Assistant

	Essential	Desirable	Evidenced by
Previous experience of working with older people		X	Application/interview/references
Experience of working with people with dementia		X	Application/interview/references
Excellent oral and communication skills	X		Application/interview/references
Access to Email	X		
Car Driver	X		Application/interview/references
Good computer skills/ email etc.	X		Application/interview/references
Ability to work alone	X		Application/interview/references
Ability To show empathy with older people and to adapt communication to the needs of the client	X		Application/interview/references
Ability to keep clear and concise written records	X		Application/interview/references
Flexibility	X		Application/interview/references
Good time keeping	X		Application/interview/references
Reliable & honest	X		Application/interview/references
Ability to keep confidentiality	X		Application/interview/references
Willingness to undertake training	X		Application/interview/references
Understanding the needs of older people		X	Application/interview/references