

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

POST TITLE:	Help at Home Assistant
SALARY SCALE:	£12.38 per hour, plus mileage
HOURS:	Zero Hours Contract
PURPOSE:	To undertake domestic support, shopping, accompanying to appointments, small de-cluttering jobs, washing or ironing & companionship

Main Tasks

- Cleaning, washing, sweeping, mopping, dusting, polishing and vacuum cleaning of designated areas to the required standard.
- Emptying litter bins, etc. and removing waste to designated areas.
- Cleaning of toilets and washrooms to the required standard where allocated.
- Spray cleaning floors and mopping.
- Ironing
- Washing
- Changing beds
- Using powered equipment where necessary (vacuum cleaners).
- Cleaning of working surfaces and other furniture as directed.
- Undertaking shopping for clients, or taking them shopping where the appropriate assessments have been carried out
- Small de-cluttering jobs
- Accompanying to appointments
- Companionship

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