

JOB DESCRIPTION

- Post Title:** Handy person
- Hours of work:** Variable hours, Monday to Friday between 9.00am & 5.00pm
- Location:** Community role across Coventry and Warwickshire
- Reporting Line:** The Home Support Administration Office
- The Organisation:** Age UK Coventry and Warwickshire is a local independent charity providing support and a variety of services to local older People.
- Team Purpose:** The Home Support Service aims to support people to stay in their own home and maintain their independence by providing domestic assistance with those tasks that they are unable to do alone.

Job Purpose and Role

The Handy person will work as part of the Home Support Service visiting older people in their own homes to provide extra help with those tasks that they are unable to do alone and which would make a big difference to their independence.

The service provides help with a wide variety of tasks such as which includes (but not limited to):

Small repairs – assembling and moving furniture, putting up curtain rails, grab rails, shelves and pictures, minor plumbing.

Safety measures – fitting smoke alarms, carbon monoxide detectors and grab rails.

Home security – door and window locks, fitting key safes, door chains and door viewers.

Energy efficiency checks – installing draught excluders, radiator heat reflectors and energy efficient lightbulbs.

Specific Responsibilities

1. Provide flexible support for older people by undertaking DIY tasks prescribed by the office team.
2. To undertake assessments and estimate costs for more complex jobs.
3. To undertake risk assessments at the property and for tasks being carried out.
4. Liaise with clients to discuss the work required, and schedule a date/time to carry out the required task ensuring full communication with the office team.
5. To keep accurate work records as requested and ensure that all paperwork is returned to the office according to deadlines.
6. Ensure concerns related to the welfare of the client are reported to the Home Support office in accordance with Age UK Coventry and Warwickshire's Safeguarding Adults Policy
7. To help promote the service

8. To have an awareness of other Age UK Coventry and Warwickshire's services, and signpost/provide information to clients where appropriate.
9. To maintain equipment as appropriate
10. To maintain their vehicle to a standard suitable for the purposes of the work and to maintain all relevant insurances, taxes and MOT etc.
11. To adhere to all relevant organisation policy with particular reference to health and safety, safeguarding, lone working and GDPR
12. To attend training, meetings and appraisals as required
13. To portray a positive image of the organisation.
14. To undertake such other duties as may be reasonably required, consistent with the nature and grade of the post.

All staff have an individual responsibility to comply with the organisation's policies and practices.

Person Specification: Handy Person

	Essential	Desirable	Tested At
Knowledge and Experience			
Experience and general knowledge of typical handy person tasks (can be with your own home)	✓		
Experience of working with older or vulnerable people		✓	
Skills and Abilities			
A full driving licence valid for use in the UK as driving and access to a car for work purposes is a necessary part of the role.	✓		
A knowledge of general tools and equipment.	✓		
A friendly and patient manner and the ability to work with older people.	✓		
A hands-on approach balanced with the ability to listen to the older person and ensure that they are as involved with each task as they want to be.	✓		
Highly self-motivated and able to work confidently on own initiative, with minimal supervision.	✓		
Flexible approach to work particularly as the service is still developing.	✓		
A genuine desire to work with older people and help them improve or maintain their quality of life and independence.	✓		
Well organised and the ability to manage time well.	✓		
Personal Qualities			
Warm.	✓		
Friendly.	✓		
Approachable.	✓		
Helpful.	✓		

- The post will be subject to a successful DBS check and two reference checks
- Reasonable travel expenses between clients' houses will be paid subject to staff having the required vehicle insurance.