

AGE UK SOLIHULL  
JOB DESCRIPTION

Hours of Work: Part Time/Full Time.

Various hours available - between 9am and 5pm Monday to Friday. No Bank Holidays.

Rate of Pay equates to £11.94per hour, paid travel time, paid holidays and mileage allowance of 45p / mile.

<b>JOB TITLE:</b>	Home Support Worker
<b>LOCATION:</b>	In older people's homes and in the community across Solihull Borough
<b>RESPONSIBLE TO:</b>	Home Support Service Team Manager
<b>RESPONSIBLE FOR:</b>	No line management responsibilities
<b>JOB PURPOSE:</b>	To support those in later life to remain living independently and safely in their own homes for as long as they wish through the provision of domestic and practical tasks and respite sits to enable carers to take a break from their caring responsibilities. No personal care is involved.

**DUTIES:**

- To work flexibly in older people's homes and in the community, undertaking tasks as required including:
  - General cleaning
  - Laundry and ironing
  - Shopping
  - Light gardening
  - Driving and assisting clients to shops, medical appointments, social activities etc.
  - Reading and writing letters
  - Helping with bills and collecting pensions
  - Helping to cook a meal
  - Walking a dog
  - Providing companionship
  - Helping to change a bed or batteries in a smoke alarm
  - Respite sits

- To work with an older person or to complete tasks under guidance from the older person.
- To involve older people in decision making.
- To keep work records as requested and ensure that all paperwork is duly completed.
- To ensure all receipt books are accurate and signed.
- To ensure work is carried out to the highest standard and correct Health and Safety procedures are followed at all times.
- To undertake training and attend meetings as required.
- To be aware of and follow Safeguarding Adults guidelines, including reporting any concerns regarding a client to Age UK Solihull.
- To be aware of all other Policies relating to the service.
- To be aware of other Age UK Solihull services which the client may benefit from.
- To work as part of the staff team and undertake by agreement such other duties or projects within the organisation as may be necessary.

### **Additional Notes**

All staff have a particular responsibility for ensuring that Safeguarding Adults legislation and guidelines are adhered to, that the well-being of at-risk individuals is promoted and that at risk individuals are aware of their right to protection from all forms of abuse.

This post is subject to a satisfactory DBS Check and references.

A full driving licence, Business Use Insurance and use of a car is essential for this role.

An online Food Safety and Hygiene Course and Infection Control Training will be required prior to commencement of employment. The cost of DBS check and Food Safety and Hygiene course to be reimbursed to Age UK Solihull if the successful applicant leaves within three months of employment.

All staff have an individual responsibility to comply with Age UK Solihull's Policy and Practice on Health and Safety Matters.

All staff are expected to support the fundraising activities of Age UK Solihull.

