

## **HOME SUPPORT WORKER - JOB DESCRIPTION**

Job Title: Home Support Worker

Responsible to: Line Manager.

Responsible for: Delivering Home Support to clients throughout Bassetlaw

Hours of Work: 0 regular hours per week (subject to funding).

NB. You will be required to travel to locations throughout Bassetlaw and will be based from home.

Wage: £7.20 per hour.

Aims of the post: To deliver domestic Home Support to clients throughout Bassetlaw.

General Management:

To deliver Home Support to a high standard.

To complete and return all necessary paperwork to the Home Support Coordinator.

To work to standards outlined by the client.

To ensure enquiries/bookings/cancellations are taken, recorded and immediately fed back to the Home Support Coordinator as required by Bassetlaw Action Centre.

To liaise and offer support to staff, clients and volunteers.

### **Duties**

Visiting People in their own home to undertake the following duties:

General domestic cleaning

Shopping

Collect prescription items

Standard laundry tasks

Ironing

Light meal preparation

Sitting Service

Correspondence

Other domestic duties requested.

General:

To complete a DBS check

To liaise with the coordinator as appropriate

To liaise with the Bassetlaw Action Centre as appropriate

To attend appropriate meetings/supervision/training sessions

Carry a photo ID badge whilst on duty

To travel between clients homes

Maintain client confidentiality at all times

To ensure appropriate paperwork is duly completed and returned  
To sign-post clients to other appropriate services as necessary

A job description is not an exhaustive list of duties, but is intended to give a general indication of the range of work undertaken and will vary in detail in the light of changing demands within the service. Any changes in the range of work undertaken will be carried out in consultation with the post holder.

All Employees are expected to work in line with all agreed policies and practices. Copies are available for all Employees on request.