



**Bassetlaw**



**Centre**



<b>Job Title:</b>	Home Support Worker
<b>Responsible to:</b>	Line Manager
<b>Responsible for:</b>	Delivering Home Support to clients throughout Bassetlaw
<b>Hours of Work:</b>	0 regular hours per week
Note: You will be required to travel to locations throughout Bassetlaw and will be based from home.	
<b>Wage:</b>	£8.52 per hour plus 12% Holiday Pay (effective April 2018)
Note: Mileage allowance is paid at 45 pence per mile when using your own vehicle	
<b>Aims of the post:</b>	To deliver domestic Home Support to clients throughout Bassetlaw
<b>General Management:</b>	
<ul style="list-style-type: none"> <li>To deliver Home Support to a high standard</li> <li>To complete and return all necessary paperwork to the Home Support Coordinator</li> <li>To work to standards outlined by the client</li> <li>To ensure enquiries/bookings/cancellations are taken, recorded and immediately fed back to the Home Support Coordinator as required by Bassetlaw Action Centre</li> <li>To liaise and offer support to staff, clients and volunteers</li> </ul>	
<b>Duties:</b>	
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	
<b>General Requirements:</b>	
<ul style="list-style-type: none"> <li>To complete a DBS check</li> <li>To liaise with the coordinator as appropriate</li> <li>To liaise with Bassetlaw Action Centre as appropriate</li> <li>To attend appropriate meetings/supervision/training sessions</li> <li>Carry a photo ID badge whilst on duty</li> <li>To travel between client's homes</li> <li>Maintain client confidentiality at all times</li> <li>Complete weekly timesheets</li> <li>To sign-post clients to other appropriate services as necessary</li> </ul>	



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**THIS ROLE DOES NOT INCLUDE PERSONAL CARE**

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.

### **EMPLOYEE SPECIFICATION FOR THE POST OF HOME SUPPORT WORKER**

Attribute	Desirable	Essential
Ability to undertake domestic cleaning and support duties		Yes
Reliable and Trustworthy		Yes
Flexible approach to duties and working hours		Yes
Ability to complete basic paperwork and timesheets		Yes
Confident to work alone and on your own initiative		Yes
Good communication and problem solving skills		Yes
Able to attend mandatory training		Yes
A good standard of personal hygiene and of a smart appearance		Yes
An understanding of vulnerable adults		Yes
Caring and compassionate nature		Yes
Previous experience of working within Adult Health and Social Care	Yes	
Physical skills to engage in small moving and handling tasks	Yes	
Full driving licence and access to a vehicle for business purposes	Yes	
Have a knowledge of local support services	Yes	

**Prepared by:** Adèle Lawson, Home Support Co-ordinator, April 2018