



Bassetlaw

ACTION

Centre



Job Title:	Home Support Worker
Responsible to:	Home Support Coordinator
Responsible for:	Delivering Home Support to clients throughout Bassetlaw
Hours of Work:	Flexible working hours
Note: You will be required to travel to locations throughout Bassetlaw and will be based from home.	
Wage:	£9.01 per hour plus 12.07% Holiday Pay (effective April 2021)
Note: Mileage allowance is paid at 45 pence per mile when using your own vehicle	
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 Requirements:	To complete a DBS check To liaise with the coordinator as appropriate To liaise with Bassetlaw Action Centre as appropriate To attend appropriate meetings/supervision/training sessions Carry a photo ID badge whilst on duty To travel between client's homes Maintain client confidentiality at all times Complete weekly timesheets To sign-post clients to other appropriate services as necessary



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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	