

Bassetlaw

ACTION

Centre



Job pack Home Support Worker

BASSETLAW ACTION CENTRE

“Making a difference throughout Nottinghamshire”

**Bassetlaw Action Centre
Canal Street
Retford
DN22 6EZ**

Telephone: 01777 709650

Email: enquiries@actioncentre.org.uk

Website: www.bassetlawactioncentre.org.uk

Registered Charity Number: 1106908

Company Number: 5177066



The Role

Bassetlaw Action Centre (BAC) stands as a well-established organisation with over 25 years of expertise in providing a broad spectrum of community-focused services. Our commitment revolves around promoting the well-being and autonomy of individuals within the community, encompassing initiatives like community transport, befriending, and health-oriented programs such as the Staying Well Programme. A new chapter unfolds with our latest initiative, the Supported Hospital Discharge Service.

Home support workers help people stay as independent in their homes as possible for as long as possible. You will visit people in their own homes to assist them. The duties can include, light housework, meal preparation, shopping, assisted shopping outings, helping with administration and paperwork and sitting services.

It's important to note that these interventions, while crucial, will not involve personal care, medical activities, or the administration of medicines.



Job Details

Job title

Home Support Worker

Location

Retford area

Hours

Flexible

Salary

£12.81 per hour

Contract type

Hours may vary

Start date

As soon as possible

DBS

Enhanced (we will arrange and fund)

Closing date

To be confirmed

Interview date(s)

Organisational Benefits



Flexible working



Paid mileage -Travel time to consecutive clients is paid.



Access to Charity Workers Discounts



Annual entitlement of 28 days of paid leave (inclusive of Bank Holidays)



Company pension contributions



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About Us

Bassetlaw Action Centre serves as a community resource agency, extending assistance and support to individuals and organisations across Bassetlaw. Our mission revolves around enhancing the independence of older and vulnerable individuals and providing support to those with long-term conditions.

Our main office is located on Canal Street, Retford DN22 6EZ.

Overseeing the entire service is the Health & Wellbeing Manager at Bassetlaw Action Centre, ensuring cohesive leadership and effective coordination of the service delivery.





Job Description

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.

Person Specification

Essential Attributes and Qualifications:

Ability to Undertake Domestic Cleaning and Support Duties:

- Demonstrated capability in performing household cleaning tasks and providing support services efficiently and effectively.

Reliable and Trustworthy:

- Proven track record of reliability and trustworthiness in previous roles. Strong references attesting to integrity and dependability.

Flexible Approach to Duties and Working Hours:

- Willingness to adapt to varying tasks and work schedules.

Ability to Complete Basic Paperwork and Timesheets:

- Competent in maintaining accurate records, completing necessary documentation, and managing timesheets promptly and correctly.

Confident to Work Alone and on Own Initiative:

- Self-motivated and able to work independently without constant supervision. Capable of making decisions and solving problems autonomously.

Good Communication and Problem-Solving Skills:

- Excellent verbal and written communication skills. Effective in identifying issues.

Able to Attend Mandatory Training:

- Commitment to ongoing professional development and ability to participate in required training sessions to enhance skills and knowledge.

A Good Standard of Personal Hygiene and a Smart Appearance:

- Maintains high personal hygiene standards and presents a neat, professional appearance at all times.

Understanding of Vulnerable Adults:

- Knowledge and sensitivity regarding the needs and rights of vulnerable adults. Experience in providing care and support to this

demographic is highly desirable.

- **Caring and Compassionate Nature:**

- Empathetic and compassionate approach towards individuals under care. Genuine concern for the well-being of others and a passion for helping people.

Desirable Attributes:

- Previous experience in a similar role.
- First Aid certification.
- Basic knowledge of health and safety regulations.
- Full driving licence with business insurance.

Personal Qualities:

- Patience and understanding.
- Strong work ethic.
- Attention to detail.

Application Process

Candidates who meet the above specifications are encouraged to apply. Please cover letter with your application.



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Welcome!

We look forward to
hearing from you!

Please send your completed application form and
covering letter to:

Bassetlaw Action Centre, Canal Street, Retford, DN22
6EZ or Email: enquiries@actioncentre.org.uk

If you have any questions about the role, you can contact
Lynn Tupling our Chief Executive, by emailing:
ltupling@actioncentre.org.uk