

Job Description

Job Title	Home Support Worker
Department	Home Support Options
Reporting to	Home Support Coordinator
Salary	£11.50
Weekly hours	10 - 20
Working pattern	Flexible – to be discussed at interview
Contract	Permanent
Location	Oxfordshire

ABOUT US:

Home Support Options is one of the services offered by Age UK Oxfordshire. We provide flexible solutions to older people and their carers to help older people stay independent at home. Our Home Support team help people with practical tasks such as; light cleaning, laundry, bed making, picking up prescriptions, shopping and simple meal preparation and assisting with the little things that make a big difference.

Each support package is tailored to each of our customer’s unique needs and we provide as much or as little support as needed, when and where it is wanted. We deliver a minimum of one hour weekly visits to our customers.

OUR VALUES:

Our values are important to us and describe how we aspire to work with both our customers and our work colleagues.

- Caring
- Listening & amplifying people’s voices
- Enabling & empowering
- Passionate for better
- Collaborative



Caring



Listening & amplifying people's voices



Enabling & empowering



Passionate for better



Collaborative

JOB PURPOSE:

Home Support Workers provide regular visits to clients in their own homes, giving practical assistance with domestic tasks and providing general companionship.

MAIN DUTIES:

There are no personal care duties.

- **Housekeeping:** domestic services such as keeping the home tidy, light cleaning, changing bed linen, laundry and ironing.
- **Shopping and meal preparation:** shopping for weekly groceries, checking the fridge for out of date food, help with meal planning and ensuring a balanced diet, simple preparation of meals and drinks. Washing-up and putting dishes away.
- **Household management:** preparing the home for receiving guests, assistance with managing bill payments, support with correspondence and telephone calls. Running errands such as picking up prescriptions or posting letters. Wardrobe management.
- **Ensuring clients feel less lonely and isolated:** managing a diary, support with hobbies and activities, helping clients learn new skills such as using a computer or mobile phone. Helping maintain contact with family and friends, accompanying people on outings or on shopping trips and providing support to attend appointments. Arranging holidays or regular breaks away from home.

This job description is not restrictive or definitive and should be regarded as a guideline to the duties required. It may be amended in the light of changing circumstances following consultation with the post holder. The job description does not form part of the Contract of Employment.

STAFF BENEFITS:

- 20 days holiday, plus Bank Holidays for the first 12 months, increasing to 25 days holiday after 12 months and further increasing to 30 days after 5 years continuous service
- Additional Christmas Leave between Christmas and New Year
- Charity paid cash health plan. For employees and dependants up to the age of 24.
- Employee Assistance Program available 24/7
- Flexible working
- Charity sick pay
- 4 x salary life insurance
- Free head office on-site parking
- Pension scheme
- Cycle to work scheme.

Person Specification

Job Title: Home Support Worker

Department: Home Support Options

Specification	Essential Requirements	Desirable Requirements
<u>Qualifications/ Education/ Training:</u>	Education ensuring good standard of written and spoken English.	
<u>Relevant experience:</u>		Supporting a vulnerable older person with independence, either on a personal or professional level Experience of working with vulnerable older people with dementia
<u>Personal attributes:</u>	Sensitivity of the understanding and the needs of older people and their carers. Able to communicate and engage with people in a positive way. Flexible and 'can-do' approach to work A commitment to equality, diversity, and inclusion Share the values of Age UK Oxfordshire	
<u>Special Requirements:</u>	The use of a car is essential, and the post is subject to an Enhanced Disclosure & Barring Service check. Access to emails.	