

Job description

Job title: Independent Living Assistant

Responsible to: Independent Living-Coordinator

Purpose: To be responsible for providing a home management service for people in later life living in the Milton Keynes Borough, to enable them to continue to live independently in their own home. The role may include general housework, shopping, and other household duties.

Duties:

General cleaning and tidying, including:

- Washing of floors and other surfaces
- Cleaning of bathrooms and toilets
- Vacuuming and dusting of living rooms, bedrooms, and hallways
- Cleaning kitchens
- Small amounts of washing and ironing
- Changing beds
- To collect shopping from the nearest shop

Responsibilities

- To signpost and refer clients where appropriate to other Age UK Milton Keynes and non-statutory services.
- To act at all times in accordance with the Age UK Milton Keynes' policies and procedures.
- To maintain accurate records on clients receiving the service that meets all confidentiality requirements.
- To treat all clients with dignity and respect.
- To work consistently with all work that is offered
- To carry out tasks as agreed with and monitored by the Independent Living Co-ordinator.
- To keep proper records of all work carried out and charges made, accounting for all monies collected at appropriate intervals to the Independent Living Co-Ordinator.
- Together with Age UK Milton Keynes, to be responsible for the health and safety of yourself and your clients, reporting any hazards to your manager as soon as possible.
- To ensure that all activities are carried out in harmony with our mission and value base, and within the spirit of its equal opportunities policy.
- To attend all training, staff meetings and paying in days.
- To keep accurate records of jobs completed, hours worked including training courses, charges collected, and to submit these records and money to us at monthly intervals or regular agreed times
- To charge paying clients the appropriate amount, providing an Age UK Milton Keynes receipt for each amount

- To record monthly mileage and time sheets/ ensure Call Round records are accurate for invoicing.
- To be responsible for the security of all monies collected until paid into Age UK Milton Keynes.
- Regular communication with clients to deliver service in a professional manner
- Ensure that clients are provided with a service that meets their individual needs.
- Follow Covid-19 guidelines and procedures at all times

Skills and knowledge

- An understanding/empathy with issues affecting older people.
- A positive and caring approach towards people in later life.
- Organisational skills and an ability to work flexibly, on own initiative and under pressure.
- Excellent communication to ensure all messages are relayed as soon as possible to ensure the smooth running of the service.
- Knowledge of local agencies and the referral processes that assist older people with independent living.
- To have good written communication to enable paperwork to be processed accordingly.
- To undertake other tasks within the competence of the post holder as may be necessary from time to time.
- Willingness to undertake training to ensure full awareness of older people and care issues.
- Local knowledge of Milton Keynes.
- Ability to use Call Round App (training will be given)

Special Features

- Flexible working hours.
- To cover annual leave and other absences of other staff.
- Car driver with current relevant driving license and appropriate insurance with access to a reliable car which is accessible for older people.
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<u>Salary</u>	The salary for the post is £9.92 per hour (inclusive of mileage allowance – see our Driving Policy for full details.)
<u>DBS</u>	The cost of an enhanced DBS (currently £40) will be deducted from the staff member's first pay. These fees will be refunded after satisfactory completion of probation which is usually six months.
<u>Hours of Work</u>	We have a preferred minimum of 12-15 hours per week over 3-5 days. However, there are no guaranteed hours of work. Hours will be agreed with your Line Manager and may be varied from time to time.
<u>Annual Leave</u>	Entitlement will be in accordance with the Conditions of Service
<u>Sickness pay</u>	Entitlement will be in accordance with the Conditions of Service
<u>Pension Scheme</u>	Age UK Milton Keynes operates a pension scheme in line with the automatic enrolment legislation. Qualifying employees will be automatically enrolled in the scheme although they are able to opt out if they wish. Employees who do not qualify for automatic enrolment may opt into the scheme.
<u>Probation</u>	There will be a period of probation of 6 months