



Help at Home Scheme

Role Description & Guidance for Self employed Home Helpers

What is the Help at Home Service?

Age Concern Petersfield & District organises services for people living in Petersfield and the surrounding area who need help doing the jobs and daily chores they are no longer able to cope with. Our home helps support our clients (aged 50+) with general cleaning, laundry and ironing, bed linen change, shopping, helping to cook a light meal or snack, prescription collection etc and companionship.

Personal care is not included in a Home Help job description and every client has different needs and requirements, which is assessed by a Co-ordinator.

The basic hourly rate for a self employed Home Help is **£12.50 per hour**.

Who can become a Home Help for Age Concern Petersfield & District?

We are looking for honest, reliable and engaging individuals to fill our home help positions. Individuals must be able to work on their own common sense and initiative and be consistent and dependable in maintaining visits to clients as well as keeping the office updated.

Experience is required in caring/cleaning lines of work but not absolutely essential. Ideally you will have experience of working with older and disabled people.

The position itself is very rewarding and flexible but Home Helps are required to keep agreed days and times of work. Home Helps are registered self-employed and therefore responsible for paying their own tax and National Insurance contributions. No sick pay or holiday pay will be included. Work cannot be guaranteed to a Home Help starting out but schedules are gradually built up over a few months.

All Home Helps will need to have a satisfactory DBS (Disclosure and Barring Service) check. As part of your application process we ask that you pay for a DBS check at a cost of £44, unless you already have one that is less than three years old.

How to become a registered Home Help

Anyone wishing to become a Home Help must meet Age Concern Petersfield's registration requirements.

- The first step is to complete an application form, providing details of two referees.
- The referees will be contacted and once satisfactory references have been received you will be invited to attend an informal interview. At this interview the service will be explained.
- If the interview is successful you will be asked to sign two copies of the Terms of Registration document; one to retain, and one for Age Concern Petersfield's records.
- You will also be asked to arrange for a Disclosure and Barring Service (DBS) check which will be processed by Community First. We will give you the contact details for this. You will not be allocated clients until the DBS check has been returned. The DBS check is at a cost of £44 which we would require if the interview is successful. It would also be financially better for yourself if you signed up to the DBS update service at a cost of £13 a year which negates the need to reapply for a DBS check after 3 years.

If you would like to become a Home Help please return the enclosed application form to our office. And please do contact us if you have any queries.

Kym Devine
Age Concern Petersfield & District
Winton House Centre
18 High Street
Petersfield
GU32 3JL
Tel: 07949 500673