JOB PROFILE

Post Title: Handyperson

Post Number: Generic

To provide the routine driving, maintenance and/or gardening services required by Social Care settings. To work in accordance with all Health and Safety policies and procedures. To work in a planned, systematic way, but be prepared to respond to unanticipated events.

The handyperson is an integral member of the staff team and, as such, is required to work in a way which brings benefits to service users.

The emphasis on certain aspects of the job will vary from setting to setting and from time to time.

In accordance with the Scottish Social Services Council; all staff working in Social Care must adhere to the following Codes of Practice:

- Protect the rights and promote the interests of service users and carers;
- Strive to establish and maintain the trust and confidence of service users and carers;
- Promote the independence of service users while protecting them as far as possible from danger or harm;
- Respect the rights of service users while seeking to ensure that their behaviour does not harm themselves or other people;
- Uphold public trust and confidence in social work services; and
- Be accountable for their practice and take responsibility for maintaining and improving their knowledge and skills.

The main tasks of the Handyperson are:-

- To drive service users and/or staff in appropriate vehicle, as requested by the management team. At times the handyperson will act as both driver and escort, at other times s/he may have support from an escort. In either case the handyperson will be required to ensure that the occupants enter and exit the vehicle safely;

- To maintain the fabric of the care setting, including identification of works which need to be notified to other maintenance staff or organisations (some of these works may have health and safety implications). This may include outlining the problem to contractors or similar on their arrival in the building and liaising with them subsequently;

- To keep up-to-date with health and safety requirements, including COSHH;

- To carry out repairs and adaptations within the scope of the handyperson's ability e.g. changing light bulbs, touching up paintwork, internal decorating, unblocking toilets, putting up shelves, non-specialist wheelchair repairs, household tasks requiring access by ladder;

- If requested, to advise care staff on general issues relating to the correct functioning of equipment and its maintenance, referring them to more specialist advisers when required;

- To maintain and improve outside areas, which may include gardening, strimming and grass cutting when needed and keeping bin areas clean and tidy. This includes preparing bin bags for collection (moving to kerbside, if required);

- To be responsible for the cleanliness, security and maintenance of all tools, gardening equipment and outside stores (this may include a boiler room);

- To clean areas where ladder access is required, e.g. tops of cupboards;

- To carry out external cleaning of ground floor windows and upstairs windows which can be cleaned from the inside;

- To assist, when required, with major cleaning tasks, e.g. following a flood or leak;

- To carry out regular checks and/or tests, in accordance with Health and Safety and established procedures eg on fire alarm, vehicles, hot water mixer valves, legionnella, oil/gas levels, back up generator. The exact checks/tests will vary according to the equipment installed and the registration category of the service;

- To order and/or purchase gas, oil and other supplies, including those required for maintenance purposes as and when required. This may involve handling purchase orders or petty cash;

- In the event of bad weather, to keep paths cleared of snow and gritted;

- To assist with moving furniture or heavy items in compliance with manual handling procedures;

- To keep up to date accurate records of all checks carried out and faults reported;

- To collect and deliver prescriptions, mail and urgent supplies, including confidential items;

- To assist with delivery/collection and installation of Community Alarms or similar equipment in the locality;

- To mentor people on work experience placements or similar;

- To attend meetings and to participate in supervision sessions and training courses as required.

- To be a keyholder of the building(s) or part of a building, if required.

From time to time, the Council may require the postholder to undertake duties outside those specified, including providing essential handyperson cover to other establishments or to vulnerable individuals who do not live in a Social Care setting.

PERSON SPECIFICATION

Post Title: Handyperson Post No: Generic

	ESSENTIAL	**DESIRABLE**
Personal Features/Qualities	Positive attitude to service user group Physically fit Reliable and honest Able to work at heights Self motivated	Car owner*
Relevant Experience	Experience of building maintenance, or experience of a building trade, or extensive experience of home DIY including the safe use of hand and power tools	Experience of working without direct supervision. Experience of communicating or liaising with range of people, eg contractors, service users
Education	Ability and willingness to undertake training in relevant topics, eg manual handling	Gardening and/or trades based qualification or evidence of previous training in relevant area MIDAS certificate
Skills, Abilities and Knowledge	Ability to travel throughout Shetland at short notice where public transport may be limited Ability to maintain confidentiality Ability to problem solve Ability to follow safe working procedures Good organisational skills Ability to maintain up to date / accurate records Ability to work alone with minimal supervision Good communication skills including an ability to interact and communicate with service users as required	Basic ICT skills (email, Word) Ability to mentor people on work experience or similar

Allowances: Distant Islands Allowance
Evaluated Grade: F
PVG Check: Adults
Date of Evaluation: 08/12/08
Date of last amendment: 23/08/2017