

Job Description Home Visitor

Job Title: Home Visitor

Reporting To: Director of Services

Rate: £16,750 p.a.

Hours: Part time post 13 hours per week over 2 days 9:30 to 4:30 (½ hour lunch)

Requirements A valid driving license and access to a car is essential

DUTIES:

- Carry out pre arranged home visits to visually impaired clients of the Society.
- Responsible for imparting to clients, information re appropriate benefits and products that will enhance their lives.
- Responsible for gathering, maintaining and updating information and products as above in an appropriate format.
- Responsible for taking orders for appropriate daily living aids and passing information to the office for process.
- Responsible for obtaining clients' permission and necessary information regarding making referrals to various organizations as appropriate.
- Responsible for signposting clients to other services provided by the Society or other organizations as appropriate.
- On a daily/weekly basis, verbally reporting relevant information to Director in group meeting re visits made and passing on all referrals for processing by the office.
- On a weekly basis, updating written reports of visits made.
- Providing a quarterly written report to the Director giving details of all referrals and number of visits made.
- On an ad hoc basis, helping to plan and to attend various events arranged by the Society as requested by the Director e.g. Christmas parties, coffee mornings.
- Attending appropriate training courses as requested by the Director.
- Providing office cover at the Harrogate Centre for the Director as requested.