



Job Description Home Visitor

Job Title: Home Visitor

Reporting To: Director of Services

Rate: £6,313.84 approx. Per annum (£9.34 per hour)

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 organisations as appropriate.
- . On a daily/weekly basis, verbally reporting relevant information to Director in group meeting re visits made and passing on details of all referrals.
- . 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.
- . Give talks and promote the Home Visiting Service to potential client groups.