**JOB DESCRIPTION**

**Hospital Discharge Service (Take Home and Settle)** – 6 month contract intially.

**Job Title:** Take Home and Settle Care Assistant

**Reporting to:** Operations Manager

**Hours of Work:** Part time, by arrangement, between the hours of 9:45 am to 5:30pm Monday to Friday.

**Contract:** 6 Months Pilot Scheme

**Salary:** £25,000 per annum full time equivalent (£13.35 per hour)

**Disclosure:** Criminal Records Bureau Enhanced Disclosure will be required

**Aims of the service**

To assist timely discharge from hospital for vulnerable adults that do not have carers or family that can help them

Liaise with hospital staff re the discharge of the patient

To collect, by car, patients from the discharge lounge and take home, ensuring that they have all their belongings, any medication prescribed and any equipment that needs to go home with the patient

**Settle people back at home by :- (this list is not exhaustive and in liaison with the Operations Manager)**

* Ensuring there is basic provisions at home (milk/bread etc)
* Put plugs back into appliances (tv, kettle etc)
* Help people unpack from hospital and put away
* Ensure medication is unpacked and the patient knows where it is
* That the patient has their important phone numbers to hand
* Ensure the patient has any given information from the hospital to hand Ie: wound care, follow up appointments or details of new medication
* Make any referrals for extra help at home ie: sitting service/befriending service, care agencies
* Stay with the patient until there is reassurance that the patient has settled back at home

To follow up via phone call the next day to the patient to ensure that all is well and possibly further follow up if needed.

Work within the policies and procedures of Age UK Bexley including Health and Safety, Equality and Diversity, Safeguarding Adults at Risk.

Work within relevant policies and procedures of the Hospital Trust

**Person Specification**

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| --- | --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** | **I or A (interview or application** |
| **Experience of working in Adult Health and Social Care** | YES |  | I & A |
| **NVQ 2 (or equivalent) in Health and social care as a minimum**  |  | YES | I & A |
| **Knowledge of Basic Safeguarding Adults at Risk**  | YES |  | I&A |
| **Driver with use of own suitable transport** | YES |  | A |
| **Excellent inter-personal skills and the ability to put someone at ease** | YES |  | I |
| **Knowledge of Support services for older people in Bexley** |  | YES | I&A |

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