



Job Description

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St. Helens Council

Post: Handy Person
Department: People' Services
Grade: SCP 18 - 21
Responsible to: Home Improvement Agency Operational Manager

Purpose of the Post:

To undertake minor repairs and adaptations including the installation of assistive technology equipment, in the homes of vulnerable people to enable them to maintain independent living.

Duties and Responsibilities:

1. To have a through knowledge of general domestic building construction to enable a range of simple building tasks to be carried out safely. In the presence of and having regard to the daily living needs of a disabled/vulnerable person.
2. To have a good understanding of the types of minor adaptations and equipment available for disabled people to afford safe access, to and from and within their own homes. To be able to determine the correct height position and of such equipment/adaptations having regard to any recommendation made by the Occupational Therapist.
3. To operate within a scheduled appointment system, including liaison with customers and other team members in order to effectively undertake the works.
4. To visit client's homes to identify and assess the work required, liaising with HIA management, operational staff and appropriate bodies as required. eg: Occupational Therapist, hospital discharge teams to ensure that the service is delivered effectively and efficiently.
5. To liaise and co-operate with the client and colleagues to ensure client satisfaction with the service provision.
6. To carry out the installation of minor adaptations and equipment and to undertake a range of non-complex building works and security measures.
7. Completed to a professional standard, having regard to safe practice and work procedures.
8. Manage materials as effectively as possible with regards to minimizing waste, choice of specification and logistics.



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9. To remove waste and debris, ensuring the site is left clean and tidy and is risk free.
10. To ensure that adequate stock levels of materials and equipment are maintained within the store and appropriate records are maintained.
11. To drive the designated council vehicles in a careful and professional manner also have daily responsibility for the vehicle in accordance with the Drivers Handbook.
12. To maintain and operate an agreed range of stock and equipment within the vehicle provided.
13. To correctly use all necessary tools, plant and equipment associated with the post and duties undertaken.
14. To undertake risk assessments, as appropriate, in occupied property to ensure the welfare of the customer is maintained, e.g.: falls prevention, excess cold.
15. To participate in all aspects of training and development.
16. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
17. To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
18. To comply with the Council's Information Management Framework (including the Data Protection Policy, Code of Practice and Social Media Policy).

This post is not subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended)

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.

Date Prepared: May 2009

Date Amended: November 2014

Date Updated: May 2016



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