**JOB DESCRIPTION**

**Job Title:** **Befriender**

**Reporting to:  Befriending for Wellbeing Coordinator**

**Location:** **Various (in individuals’ homes and in local communities)**

**PURPOSE OF ROLE**

Provide a friendly and positive presence within individuals homes or while accompanying them in their local community. Plan activities with individuals which meet their needs or assist them to achieve their goals or aspirations.

Please see overleaf for examples of the befriending role.

**KEY RESPONSIBILITIES**

* Build on initial assessments and action plans to agree and plan activities with individuals, or their carer, which meet their needs or assist them to achieve their goals or aspirations.
* Use your community knowledge or research appropriate resources or activities to effectively meet individuals’ needs, goals or aspirations.
* Provide companionship whilst being mindful of professional boundaries.
* Participate in or accompany individuals with their chosen activities
* In liaison with the Befriending for Wellbeing Coordinator, refer or signpost individuals to other professionals, organisations or services as appropriate
* Ensure that time spent with individuals, and any associated expenses, is recorded accurately and is agreed by them to assist with accurate invoicing
* Record activities and relevant expenditure accurately
* Communicate effectively with individuals and their family
* Communicate effectively with colleagues and the Guideposts team
* Follow Guideposts procedures for health & safety, lone working, and safeguarding of people, personal data and finances
* Report any safeguarding/other concerns to the relevant people
* Attend training opportunities as appropriate

**KEY COMPETENCIES**

You will have

* A friendly nature and enjoy being a people person
* An inclusive attitude to people of all ages and backgrounds
* Good listening and communication skills
* Ability to take the initiative and be confident working alone
* Ability to work flexibly
* A person-centred approach to all aspects of work
* To be reliable and enthusiastic
* A good level of accuracy when completing paperwork
* An understanding of safeguarding (training will be provided)

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| **QUALIFICATIONS/ SKILLS/ EXPERIENCE**  | Essential   | Desirable   |
| **Full driving licence**  | *
 |   |
| **Own Transport (with business insurance)**  | *
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| **An understanding of person-centred support**  | *
 |   |
| **Experience working in a social care setting**  |   | *
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| **Experience working with** * **Older people**
* **Individuals who have long term health conditions**
* **Adults with learning disabilities**
* **People living with Dementia**
 |   | *
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| **QCF/NVQ level 2 or equivalent**  |   | *
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| **Good level of IT literacy**  |   | *
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| **Food Hygiene Certificate**  |   | *
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**General information**

The post holder will be required to undergo a DBS check. This will be arranged by Guideposts Trust.

Guideposts is an Equal Opportunities employer.

This job description is not exhaustive but is provided to assist the post holder to know and understand the main duties of their role.

Examples of what the Befriending for Wellbeing role can offer (copy of leaflet):

