

Hertfordshire County Council Job Outline



JOB TITLE: Community Companion

GRADE: HA = £9.00 Per Hour

Purpose of the Job

The purpose of this role is to provide support to members of the community who are in the coronavirus (COVID-19) high risk category (over 70's, pregnant woman and those with underlying health conditions).

Job Description

The role of companion will conduct tasks for members of the community who may need some assistance with everyday tasks such as:

- Collecting prescriptions or medication from local pharmacists where the individual is not able to do so
- Help with Shopping and basic household tasks such as making drinks etc.
- Basic household cleaning and preparation of food

Requirements of the Job

- Be mobile or have the ability to travel or work locally within your own community
- You must be willing and able to work flexibly between 8am-8pm including weekends
- Enhanced DBS check
- Relevant training will be provided to include on-line Health & Safety, Safeguarding and Food Hygiene

Criminal Background Check

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment. In addition, you consent to allow the Council to retain a copy of the disclosure certificate within your personal file.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of

DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

Equality and Diversity

Hertfordshire County Council is determined to take action to ensure that our belief in diversity and equality of opportunity is integral to everything we do. It will inform every area of activity; from the way we provide services to the way we employ our staff. It is a central responsibility of all councillors, managers, staff and partners. The council's equality policy 'Putting People First' is available on hertfordshire.gov.uk, on the internal intranet or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format.

Please refer to the Government Guidance ["Code of practice on the English Language requirement for public sector workers"](#)