



## HEADWAY BLACK COUNTRY

Martin Hill Street  
Dudley  
West Midlands  
DY2 8RT

### Role Description

<b>POSITION</b>	Handyperson\Rehab Support Volunteer
<b>COMMITMENT</b>	Minimum 3 hours a week for six months
<b>RESPONSIBLE TO</b>	Chief Officer
<b>ROLE SUMMARY</b>	You will be helping maintain the upkeep of the Headway Black Country estate alongside providing support to clients as part of their rehabilitation sessions.
<b>LOCATION</b>	Martin Hill Street, Dudley and/or West Midlands House, Willenhall

Main tasks and responsibilities:

1. To provide basic maintenance of our buildings and facilities, including but not restricted to small repairs, cleaning gutters, painting and decoration and other DIY jobs.
2. To keep the grounds clear of weeds and litter.
3. To grit paths and clear snow if you are able to come in when the weather is wintry.
4. To work alongside staff and be part of supporting the gardening group on Fridays.
5. To help with making and serving refreshments.
6. To work alongside staff and be part of delivering rehabilitation sessions to clients both in a group setting and individually.
7. To help staff set up before, and tidy up after each session.
8. To support clients in completing activities, prompting, guiding and encouraging them.
9. To observe clients and provide feedback to staff on their activities and progress.
10. To help with making and serving refreshments.
11. To support clients with their eating or drinking, accessing the toilet etc
12. To comply with any reasonable instruction given by a member of staff as part of the day-to-day running of Headway.
13. To participate in regular supervision.
14. To comply with Headway Black Country's policies and procedures. This includes presenting yourself in a professional manner, maintaining client confidentiality and working in a way that keeps Headway a safe and healthy environment.