

Sheltered Housing Warden

Sheltered Housing Service

At a glance:

Grade: C

Salary: As per advert

Allowances:

- Distant Islands Allowance
- Unsocial Hours 10%

Job Purpose:

To provide housing support to older people living within Orkney Islands Council Sheltered Housing. To support, encourage and enable tenants to make informed choices, to be self-determining and maintain their independence and personal dignity.

For application support contact hrrsupport@orkney.gov.uk or call **01856 873535 ext.2250**

Benefits and Support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)	Supported to work and earn whilst achieving qualification
Local Government Pension Scheme	Maternity, Paternity and Sick Pay
Comprehensive induction process	Employee Assistance Programme

Main Duties and Responsibilities

Enable older people in the community to feel safe and maintain independence, in line with Housing Services and Orkney Health and Care, while upholding professional standards consistent with Housing Services' values and aims.

Support tenants through daily contact and appropriate interaction, using flexible systems, and assist with the creation, monitoring and evaluation of personal plans and risk assessments.

Respond appropriately to emergency calls, maintain up to date tenant support information and follow procedures for contacting emergency services (social work, police, medical).

Maintain required records and information systems, including completing accidents / incident reports where necessary.

Open, secure and maintain the Community Room and communal facilities to a high standard and monitor the Sheltered Housing complex, reporting maintenance issues as required.

Ensure the security of tenants' homes during absences.

Support and facilitate tenant social activities, provide assistance with meal ordering and Lunch Club provision.

Liaise with Wardens, Home Carers, and other professionals on tenant matters, and report welfare concerns promptly to management while maintaining regular contact and advising of relief cover needs.

Adhere to the Code of Practice for Housing Support Employers and Workers, and all Housing Services policies and procedures.

Responsibility for handling small amounts of cash.

Requirement to use a range of computer packages, including Microsoft Office.

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

SVQ Social Services and Healthcare at SCQF Level 6 or other relevant qualification to enable registration with the Scottish Social Services Council (SSSC) as a Support Worker in a Housing Support Service, or requirement to achieve this qualification within 3 years of appointment.

Good standard of general education, including literacy and numeracy.

Register with the Scottish Social Services Council (SSSC) within 3 months of appointment and maintain this registration.

Experience of working with adults with support needs.

An understanding of the physical and emotional needs of older people and vulnerable adults.

An understanding of the rights and responsibilities of people with support needs.

An understanding of confidentiality.

Ability to travel efficiently and effectively between various work locations within Orkney to meet the operational requirements of the Service.

Requirements of the Role

Disclosure/PVG:	PVG Adults	Convictions to Declare:	All
Politically Restricted Post:	No	Sponsorship:	Possibly
Work Additional Hours:	No	Term Time Post:	No