

JOB DESCRIPTION

Title:	Sheltered Living Coordinator
Responsible to:	Housing & Support Manager
Salary:	£22,500 - £25,000 depending on experience

Abbeyfield & Wesley are delighted to advertise for the newly created role of Sheltered Living Coordinator. The successful applicant will join a dynamic and established charity dedicated to improving the lives of vulnerable elderly individuals within our communities. Working in conjunction with management and members of the Association's Office based Sheltered Support team, the Sheltered Living Coordinator will be responsible for the three Schemes within the Association, offering support, security, and safety in an independent living environment.

Key objectives:	<ul style="list-style-type: none">▪ Provide support and a point of contact for all tenants over 3 Schemes.▪ Promote the Schemes within the communities.▪ Welcome and assist new tenants to settle into their new home.▪ Be available to Tenants and able to respond to their queries.▪ Provide support to tenants with issues such as bereavement, loneliness, administration (forms etc.) and health concerns.▪ Ensure a high standard of efficiency and cleanliness is met within the Schemes.▪ In consultation with the Property and Development Manager ensure the buildings, equipment, furnishings and grounds are properly and cost-effectively maintained▪ To ensure the relevant regulations/legislation relating to Health and Safety are understood and implemented throughout the properties.▪ To manage the Schemes in a spirit of service and concern for those in need whilst ensuring equality of treatment and service to tenants
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Main Tasks:	<ul style="list-style-type: none">▪ To make daily contact with all tenants to ascertain their well-being and needs.▪ To collate and update relevant information for each tenant in regard to the Helpline system▪ To advise and assist tenants in any aspect of their lives where they
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	<p>have difficulty coping, particularly with respect to:</p> <ol style="list-style-type: none"> 1. Contact with local authority, statutory services, social care, etc 2. Obtaining help for the repair and/or maintenance of accommodation 3. Links with outside bodies or visitors <ul style="list-style-type: none"> ▪ Authorise and control the purchasing of cleaning materials, food, and other disposables within budget, and to accurately maintain the petty cash ledger ▪ To ensure that alarms, safety, and emergency procedures are up to date, fully operational and understood by Association personnel and tenants ▪ Ensure the care and upkeep of communal areas, special bathroom, laundry room and other facilities ▪ To create and maintain up-to-date Support Plans for individual tenants as per guidelines ▪ To keep such records as are required by legislation, “good practice”, or by Abbeyfield and Wesley procedures. ▪ Meet with prospective tenants and organise viewings of accommodation and facilities ▪ Encourage use of common areas and other facilities by tenants and organise regular events and activities ▪ Any other duties as required to ensure the smooth running of the Schemes and ensure the needs of tenants are being met, this may from time to time require ‘domestic work’ to be undertaken
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CANDIDATE PROFILE	
Essential Requirements:	Desirable Requirements:
<ul style="list-style-type: none"> ▪ Minimum of two years relevant experience in a Housing setting. ▪ Competent computer skills ▪ First Aid Training ▪ Good knowledge of Health and Safety Regulations ▪ Current, clean driving licence and use of a car for work ▪ Ability to work with a minimum of supervision and to meet deadlines ▪ Good written and verbal communication skills 	<ul style="list-style-type: none"> ▪ Vulnerable Adults Training ▪ Housing related qualification or working towards such a qualification ▪ Experience and/or good working knowledge of Housing Associations and related policies/procedures, or of social housing generally

Abbeyfield & Wesley welcomes applications from all sectors of the community irrespective of age, race, religion, sex, sexual orientation or disability. The information requested in this form is to enable us to obtain a rounded picture of you. Personal information will not of itself be used to disqualify your application.

This post involves substantial access to vulnerable adults and children, therefore, as part of the selection process, Abbeyfield & Wesley requires an Enhanced Disclosure Check to be carried out through Access NI. Following interview, the preferred candidate will be offered the post subject to satisfactory Enhanced Disclosure Check. This will include verification of identity and a report on the preferred candidate's full criminal history (including spent and unspent convictions), cautions, disqualifications from regulated or care positions, and any other material considered by the police to be relevant to the position applied for. A criminal record will not necessarily be a bar to obtaining a position (if you require further information please request a copy of the Abbeyfield & Wesley Policy on Recruitment of those with a Criminal Record. You can access further information and the Access NI Code of Practice on the NI Direct Government Services website.