

JOB INFORMATION PACK

BACKGROUND INFORMATION

Castlehill Housing Association is based in Aberdeen and has over 2,000 properties across Aberdeen City, Aberdeenshire and Moray.

Castlehill provides Housing Support services at 15 of its Sheltered Housing Schemes, based in Aberdeenshire and Moray. The schemes are either staffed 7 days or 5 days per week.

In a sheltered housing scheme, tenants are encouraged to retain as much independence as possible and to live a normal life within a framework devised to give security. Tenants should be part of a happy and caring community where the Housing Support service is sensitive to their needs and wishes.

Our relief staff are essential in providing a high-quality service across all our sheltered housing schemes, to provide cover to both planned staff absence and in situations where emergency cover is required.

POST INFORMATION

Post Title	Relief Scheme Manager x 4
Hours of Work	No fixed hours – hours will be offered on an as and when required basis, to help to provide cover for both planned and unplanned staff absence.
Salary	£11.47 per hour
Location:	We are looking for a number of staff across our Aberdeenshire locations. We group our Schemes by location, and you may be asked to cover at all or some of the sites within that location group. Further information is detailed below. Please detail which location group you are applying for in your personal statement when you submit your application.
Holiday	Payment will be made for accrued holiday based on hours worked.

Please complete an application form and Equal Opportunities form, which are available on the Jobs page our website. To assist with your application, please read our Castlehill Background Information & Values document which is also available on the Jobs page of our website.

<https://www.castlehillha.co.uk/about-us/jobs-with-us/>

Please note that we are unable to accept CVs only.

As our offices are currently closed, and staff are working from home, please send completed applications by e-mail to: jobs@castlehillha.co.uk

If you are unable to e-mail your application, please contact jobs@castlehillha.co.uk or 01224 625822.

Further information about Castlehill Housing Association is available on our website: www.castlehillha.co.uk

If you require any further information in relation to this post, please contact:

Susan Pirie, Housing Support Manager

E susan.pirie@castlehillha.co.uk T 07552 531075

LOCATION

We are currently looking for relief staff across all Aberdeenshire locations. Locations are grouped by area, so relief staff can provide cover across a number of sites. Due to the geographical spread of our sheltered schemes across the location, we appreciate it may be difficult to cover every location and your availability will be discussed, if you are successful in securing an interview for the post. Please state the locations you can cover on your application form.

Location Group – Aberdeenshire North		
Location	Scheme Name	Working Hours
Insch	Foudland Court	5 days a week 8.30 – 16.30, 2 days a week 8.30 – 12.30
Rhynie	Mackay Court	Monday – Friday, 9:00 – 13:00
New Deer	Turfhill Court	Monday – Friday, 9:00 – 13:00
Location Group – Aberdeenshire West		
Ballater	Monaltrie Court	Monday – Friday, 9:00 – 13:00
Finzean	Farquharson Court	Monday – Friday, 9:00 – 13:00
Tarland	Cromar Court	Monday – Friday, 8:00 – 12:00
Braemar	Kindrochit Court	Monday – Friday, 9:00 – 13:00
Echt	Nethermains Court	Monday – Friday, 9:00 – 13:00
Location Group – Aberdeenshire South		
Fettercairn	Queen Elizabeth Court	5 days a week 8.30 – 16.30, 2 days a week 8.30 – 12.30
Newtonhill	Newtonvale Court	Monday – Friday, 9:00 – 13:00
Portlethen	Glebe Court	5 days a week 8.00 – 16.00, 2 days a week 8.00 – 12.00
Stonehaven	St John’s Court	5 days a week 8.30 – 16.30, 2 days a week 8.30 – 12.30



JOB PROFILE

1. JOB IDENTITY

POST TITLE:	Relief Scheme Manager	DEPARTMENT:	Housing Services
REPORTS TO:	Senior Housing Support Officer	SALARY GRADE:	S4

2. JOB PURPOSE

- Providing a housing support service to tenants in a sheltered complex; maintaining a safe living environment for their wellbeing, in accordance with the Association's policies and procedures, and regulated by the Care Inspectorate, in accordance with National Care Standards and SSSC codes of practice
- Promote the independence, dignity, choices, equal opportunities, security, privacy, confidentiality, rights and well-being of service users
- There is a responsibility for the post holder to demonstrate a commitment to Castlehill's aims and objectives

3. MAIN DUTIES

PROVIDE A HOUSING SUPPORT SERVICE

- Give housing support to tenants in accordance with their needs and choices and with reference to individual housing support plans and subsequent reviews.
- Maintain confidentiality at all times in respect of matters pertaining to the Association and its tenants/service users
- Promote independent living, while abiding to the defined standards and procedures
- If required to do so, complete relevant documentation for registering individual tenants with Community Alarm, by updating individual tenant details
- Assist tenants with day to day living according to their needs, this can include daily calls or visits in accordance with tenants wishes, scheme checks and dealing with concerns
- Communicate with National Health Service and Homecare staff or any other outside organisations or personnel requested by tenants.
- Maintain a variety of essential procedures and records including but not limited to; daily support/contact records, accident and incident reports, complaints, reporting repairs and ordering of materials
- Assist and advise tenants and maintain strict records in accordance with Castlehill policies for legitimate activities involving financial transactions

- Carry out other administrative duties such as gathering information for feedback and attending Scheme meetings and attend training courses; first aid and fire safety, as required by management
- Provide and maintain an emergency call/alarm system and respond to emergency calls
- Assist with the inspection process and the implementation of action plans and other regulatory requirements arising from Care Inspectorate inspection and/or local Council contract monitoring inspections
- If required to do so, carry out regular operational and safety checks at least every quarter on emergency alarm system (in individual properties and common areas) and individual pendants issued to tenants
- Be aware of identifying any adults who may be at risk from abuse or harm and follow further action, in accordance with the Association's policies and procedures

MAINTAIN A SAFE LIVING ENVIRONMENT AND OTHER MANAGEMENT TASKS

- Carry out regular operational and safety checks in line with internal procedures to ensure a safe and secure environment for tenants, completing necessary paperwork as required
- Report faults and repairs to Maintenance Officer, or other staff, and deal with maintenance contractors and complete relevant paperwork. Assist with projects relating to Planned Maintenance/Major Repairs, including attendance at meetings of tenants and liaison with relevant contractors
- Ensure the health and safety of all tenants, cleaner and maintenance contractors, in accordance with Health and Safety policies and regulations and complete appropriate paperwork where relevant
- Deal with tenancy management issues as necessary and refer, where appropriate, to Housing Manager or Housing Officer

ENCOURAGE SOCIAL INVOLVEMENT

- Encourage tenants to socialise with other tenants and staff, ensuring best use of communal facilities in the scheme
- Assist with social activities that are held in the scheme, attending meetings with tenants as required

4. QUALIFICATIONS & TRAINING

ESSENTIAL:

- Must hold SVQ Level 2 in Health & Social Care in order to meet the requirements of SSSC registration
- Relevant SSSC registration or willingness to obtain this within 6 months
- Commitment to continuing professional development

DESIRABLE:

- First Aid Awareness Training
- Duty of Candour Training

5. EXPERIENCE

ESSENTIAL:

- Experience of working in a housing, health or social care setting

DESIRABLE:

- Experience of working with older people

6. KNOWLEDGE & SKILLS

- ESSENTIAL:**
- Caring nature, with good interpersonal and communication skills
 - Ability to maintain up to date and accurate records
 - Good IT skills with experience of using Microsoft packages
 - Ability to work with minimal supervision
 - Ability to maintain confidentiality
- DESIRABLE:**
- Knowledge of relevant care standards
 - Knowledge of relevant health and safety issues

7. ADDITIONAL REQUIREMENTS

SSSC	<ul style="list-style-type: none">• Scottish Social Services Council Membership This post provides a housing support service and falls under one of the SSSC's 'key groups' of workers within care services. The postholder will therefore be required to register with the SSSC as a Housing Support Worker within 6 months of commencing employment. If an employee fails to register with SSSC within this period, it may be necessary to terminate the employee's appointment.
CRIMINAL RECORD CHECKS	<ul style="list-style-type: none">• PVG Scheme Membership This post involves regulated work with protected adults under the Protection of Vulnerable Groups (Scotland) Act 2006. The preferred candidate will be required to join the PVG Scheme or undergo a PVG Scheme update check. A confirmed offer of appointment will be subject to a satisfactory outcome of this pre-employment check.
DRIVING	<ul style="list-style-type: none">• Not applicable to this post