



**Job Reference 0034 - 1068**

**Role of Housing Care Worker, Livingston, EH54 6QH**

**Thank you for your interest in working with us. This job pack contains a copy of the advert as well as the job description and person specification.**

**The particulars of this post are**

- **Competitive hourly rate of £8.65—£8.98 per hour**
- **Working 14 hours per week between working between 8am & 10pm**
- **Access to paid training & continued personal development**
- **Flexible working pattern over a rolling rota**

**Trust requires all external applicants to complete our Application Form. This gives us the information on candidates in a consistent way which helps standardise the shortlisting and interview processes.**

**Your application can be emailed as an attachment to [jobs@trustha.org.uk](mailto:jobs@trustha.org.uk) or posted to: Jobs, Trust Housing Association Ltd, 12 New Mart Road, Edinburgh, EH14 1RL no later than the closing date of 17<sup>th</sup> October 2017.**

**Our interview shortlist is determined by how you match up against the skills and experience the role demands and only successful applicants will be contacted again to attend the interview.**

**May I take this opportunity to thank you for your interest in working with us and wish you every success for the future.**

**Regards**

*Sharon Chalmers*

**Sharon Chalmers  
HR Assistant  
0131 444 1200**



**Role: Housing Care Worker**  
**Salary: £8.56 - £8.89 per hour**  
**Location: Livingston, EH54 6QH**  
**Job type: Temporary/Part Time 14 hours**  
**Job Ref: 0034 - 1068**  
**Closing Date: Tuesday 17<sup>th</sup> October 2017**



**Trust Housing Association Ltd** has an exciting opportunity for a **Care Worker** to join our Housing with Care Service at Crusader Court, Livingston, EH54 on a temporary basis providing maternity cover.

In return for your enthusiasm and commitment as a Housing Care Worker we will offer you: -

- **Competitive hourly rate of £8.65—£8.98 per hour**
- **Working 14 hours per week between 8am & 10pm**
- **Access to paid training & continued personal development**
- **Flexible working pattern over a rolling rota**

Trust Housing Association is a national housing, support and care provider, offering a range of accommodation and support services. Primarily serving older people in our communities we also provide housing for families and individuals. We have over 2,500 households across the length and breadth of Scotland, from the Highlands and Islands all the way down to the Borders.

To ensure that we are able to offer the best service to our tenants we are looking to recruit a **Housing Care Worker** to make it possible for tenants to continue enjoying as much independent living as they're able. Our housing care service at Livingston provides housing support, personal care and a meals service. You'll be working with our tenants to ensure that they receive the support and personal care identified in individual care plans. It'll be rewarding looking after those who rely on the support and dedication you'll bring to this important role.

Ideally, you will have an appropriate qualification in Health & Social Care and previous experience of working with older people or other vulnerable members of a community, so you will understand their needs and know how to meet these. If you are successful in joining our team we can provide you with fantastic opportunities to develop your experience or enhance your career in social care and assist with your ongoing continued personal development.

If you feel you have the skills and experience to become our **Housing Care Worker** and you'd like to work with a prestigious and well established company working in a person-centred culture that puts people at the heart of all we do, then we'd like to hear from you.

Trust is an Investor in People Gold accredited employer, a Leader in Diversity and a great place to work.

We are an equal opportunities employer and welcome applications from all sections of the community.

Trust Housing Association is a Registered Scottish Charity- SC009086





# Trust Housing Association Ltd Job Description

**POST:**  
Housing Care Worker

**LOCATION:**  
Development Based

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## PURPOSE OF JOB

To assist in the provision of Housing with Care, by ensuring tenants are provided with the means to maintain independent tenancies in a warm, friendly and safe environment. To directly support tenants in their homes by providing individual advice, practical housing support assistance, direct personal and emotional care.

The principal accountabilities are, as part of the team, to ensure that all services are delivered flexibly, innovatively and in a responsible manner. The key tasks are to provide practical assistance to achieve outcomes that relate to maintaining the independence, welfare and dignity of the tenants.

## MAIN DUTIES & ACTIVITIES

Provide a sensitive, efficient support and care service in line with Trust policies and procedures.

To ensure implementation of the aims and objectives of the development, with particular emphasis on assisting both tenants and staff.

To maintain the highest standards of support and care for tenants.

To ensure tenants can maximise their independence, choice and individual rights.

To be aware of and comply with Health and Safety matters at all times.

To implement procedures for dealing with emergencies.

As directed by the Housing Care Manager or Senior Housing Care Worker, liaise with other agencies, the community, social work departments and primary health care services.

## TENANCY ISSUES AND RELATIONSHIPS



With the guidance of the Housing Care Manager provide advice and assistance to tenants in relation to:-

Encourage tenants to live independently as far as possible.

Providing all agreed housing support tasks and personal care requirements.  
All landlord activities including home maintenance.

Promoting a good community spirit and to promote tenant involvement in the management of the development.

Being a named worker, maintain regular contact specific to tenants care and personal plans, contribute to ongoing monitoring, and review processes.

## TENANT SUPPORT

To implement individual tenant's support and care plans and contribute to ongoing monitoring and review process.

To ensure at all times that support and care practice is non-discriminatory and that resident's personal beliefs and preferences are appropriately acknowledged.

To be aware of, and responsive to, the needs of older people with mental health problems e.g. Dementia.

To work in partnership with the tenant to ensure that their practical housing support and care needs are met.

Offer reassurance in relation to assistive technology with the tenant's home.

To provide personal care as identified in the individual care plan by, for example:-

Assisting with dressing/undressing.

Assisting with personal hygiene and appearance including bathing, shaving, nail cutting. Where appropriate, to assist tenant to use specialist equipment.

Assist with transfers to/from bed and chair, using specialist equipment where necessary.

Assist/support/supervise where mobility needs are identified.

Contribute to the management of continence (this may include catheter and stoma care).

Enable tenants to eat and drink.

Administration of medicine in accordance with service guidelines.

Contribute to the care of a deceased person.



To maintain written records as required.

To undertake sleepover duties and while doing so, respond to any short-term care where required.

## **OTHER DUTIES AND RESPONSIBILITIES**

Participate in staff meetings/briefings.

To undertake training and personal development and supervision.

To participate in regular performance meetings with the Housing Care Manager.

To communicate effectively at all times in relation to tenants' needs.

To be willing to provide cover for staff absences.

Testing equipment as necessary, including the call systems.

To undertake duties and responsibilities in accordance with the scope of the Housing Care Worker and tenant needs.

## **EQUALITY, DIVERSITY AND INCLUSION**

Trust is an Investor in Diversity organisation and as such we seek to promote equality, inclusion and diversity in all that we do.

You will be required to:

- Be aware of and engage with Trust' EDI Strategy and Policies, IID and LID action plans surveys, induction & review sessions and focus groups.
- Contribute to EDI discussions in team meetings and share updates and case studies
- Ensure your EDI training is up to date
- Attend EDI learning and networking events
- Access where relevant, EDI information on Trust's intranet
- Be clear of your responsibilities for EDI as a staff team member and the expected behaviours and values set by Trust
- Challenge any inappropriate behaviour, bullying or harassment and discrimination and report it through the appropriate channels.

## **REPORTING ARRANGEMENTS**

The post holder will report to the Housing Care Manager however during evening shifts support will be available from Trust Out of Hours.



## PERSON PROFILE AND SPECIFICATION

Skills & Abilities	Essential	Desirable
Effective communication skills to be able to liaise and negotiate with internal/external colleagues and tenants.	✓	
Previous experience in a care related service	✓	
Excellent written and verbal communication skills; basic numeracy skills.	✓	
The ability to use a computer in a windows environment, in particular Microsoft outlook, word and excel.	✓	
Ability to deal with challenges in a calm and efficient manner	✓	
Education, Qualifications, Training & Development	Essential	Desirable
SVQ Level 2 or 3 – Health & Social Care		✓
Experience in the administration of medication, safer people handling, and any other training relevant to the post.	✓	
Willingness to undertake appropriate training for the post.	✓	
Other factors and attributes	Essential	Desirable
Satisfactory references and PVG Application	✓	
Experience of and empathy with issues affecting older people, customers in general.	✓	
A highly flexible approach and willingness to contribute to the success of the development.	✓	
Able to demonstrate a clear understanding, personal commitment and positive approach to the values and vision of the Association to deliver an effective and valued service to our customers.	✓	
Equal Opportunities	Essential	Desirable
This organisation is working actively to promote equality of opportunity both in its employment practices and in the delivery of its services. It is essential that the post holder is willing to work in accordance with existing policies and Codes of Practice.	✓	

