



Job Reference 0061 - 1243

### Role of Senior Housing Care Worker, Alloa

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 32.5 hours are worked over the following rota pattern:-

Week 1: Mon, Tue, Wed 2.30pm – 10pm, Sat & Sun 7.30am – 8pm

Week 2: Thu & Fri 7.30am – 4.30pm

Week 3: Mon, Tue, Wed 7.30am – 3pm, Thur & Fri 2.30pm – 10pm

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 12 noon on Thursday 18<sup>th</sup> January 2018.

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: Senior Housing Care Worker**  
**Salary: £16,224 - £17,542 per annum**  
**Location: Alloa, FK10 2HX**  
**Job type: Permanent, 32.5 hours**  
**Job Ref: 0061 - 1243**  
**Closing Date: 18<sup>th</sup> January 2018**



**Trust Housing Association Ltd** has exciting opportunities for a **Senior Housing Care Worker** to join our team based at Alloa working 32.5 hours per week.

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

- Guaranteed rota hours working between 7.30 am & 10pm
- Flexible working pattern over a rolling rota including some evenings and weekends.
- Ongoing training and professional development

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 permanent Senior 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 Alloa provides housing support, personal care and meals service delivered by our dedicated staff team. You'll be working with our tenants to ensure that they receive the support and personal care identified in individual care plans.

As one of our Senior Housing Care Workers you will be required to work 32.5 hours per week worked on a rota basis including some evenings and weekends. It'll be rewarding looking after those who rely on the support and dedication you'll bring to this important role. You must have 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. Ideally, you will have an appropriate qualification in Health and Social Care or be willing to commit to achieve this qualification in order to comply with the registration/timescale requirements of the SSSC.

Trust requires all external applicants to complete an Application Form. This gives us the information on candidates in a consistent way which helps standardise the shortlisting and interview processes. Application can be emailed as an attachment or posted to: Jobs, Trust Housing Association Ltd, 12 New Mart Road, Edinburgh, EH14 1RL no later than 12 noon on the closing date stated.

If you feel you have the skills and experience to become our **Senior 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.

Trust Housing Association is a Registered Scottish Charity- SC009086





# Job Description

**POST:** Senior Housing Care Worker

**RESPONSIBLE TO:** Housing Care Manager

**LOCATION:** Development Based

## Purpose of Job:

The post holder is under the guidance of the Housing Care Manager responsible for the delivery of care and support services that will enable tenants to obtain maximum benefit whilst enhancing the quality of their lives.

## Main Duties & Activities:

- To assist the Housing Care Manager in delivering appropriate services to the tenants to maintain their care and well-being in a supported housing environment.
- Provide sensitive, efficient support and care service in line with Trust policies and procedures.
- To ensure the 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.
- As directed liaise with other agencies, the community, social work departments and primary health care services.
- Where appropriate or directed, to provide supervision and support to development staff, and to assist where relevant in staff training programmes.
- Tenancy Issues and Relationships
- To encourage communication and interaction between tenants, their carers or representatives and staff.
- To offer help and guidance as appropriate to individual tenants, and to implement the named worker system of support and care.
- To share responsibility for the preparation, implementation and review of individual care plans, in consultation with the Housing Care Manager and professional colleagues.
- To produce and present reports at review and case discussions.



To assist in delivering the efficient operation of the development. This will involve carrying out tasks relating to the protection and security of the building, ensuring communal areas are kept clean and tidy, and reporting maintenance problems to the Housing Care Manager.

Testing equipment as necessary, including the call systems.

Participating in the allocations process and arranging accompanied viewings.

Promoting Housing with Care in the development and wider community.

To implement individual tenants 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 residents' 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 provide direct personal care as identified in the individual care plans.

To be willing to provide cover for staff absences.

Participate in staff meetings/briefings.

To undertake training and personal development and supervision.

To be aware of and implement the range of Health and Safety Regulations. This may involve developing working practices and procedures which ensure compliance with the regulations, but which do not undermine the tenant's desire to be involved in a full range of activities of daily living.

To work on a rota basis, involving weekends, late and early shifts and when requested sleepover duties.

#### Reporting Arrangements:

The post holder will report to the Housing Care Manager.

**PERSON PROFILE AND SPECIFICATION:**

Skills & Abilities	Essential	Desirable
Ability to work with the older client group and understand their needs	✓	
Proven supervisory experience in a similar setting	✓	
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 3 or the commitment to achieve this within a dedicated timescale	✓	
Willingness to undertake appropriate training for the post	✓	
Experience in the administration of medication, safer people handling, and any other training relevant to 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	✓	

Signed \_\_\_\_\_ Dated \_\_\_\_\_

