

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 12 of its Sheltered Housing Schemes, based in Aberdeenshire and Enhanced Housing Management Services at its 3 Sheltered Housing Schemes in 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, caring community where services provided are sensitive to their needs and wishes.

POST INFORMATION

Post Title	Relief Scheme Co-ordinator	
Location	We have a requirement for relief staff across the following locations, with the related working hours:	
	Location	Working Hours
	Conval Court, Aberlour	Mon – Fri, 9am – 12pm
	Tomnabat Court, Tomintoul	Mon – Fri, 9am – 12pm
	Bayview Court, Cullen	Mon – Sun, 9am – 1pm
	Please indicate the location(s) you would be able to provide cover at within the personal statement section of your application form.	
Hours of Work	No fixed hours – hours will be offered on an as and when required basis, to help to provide cover for staff absence.	
Salary	The current rate of pay is £10.38 per hour.	
Holiday	Payment for accrued holiday is also payable for relief hours worked.	
Closing Date	Thursday 22 nd April 2021 at 4pm	
Interview	Interviews will be held on in line with Covid-19 guidelines. If it is possible to hold interviews in person by then, interviews will take place at Bayview Court, Cullen. If this is not possible, interviews will be held by video call.	
	We will contact you after short-listing with regards to interview arrangements	

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/>

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

If you are unable to e-mail your application, or require any further information in relation to the post, please contact 01224 625822 or jobs@castlehillha.co.uk.

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



JOB PROFILE

1. JOB IDENTITY

POST TITLE:	Relief Scheme Co-ordinator	DEPARTMENT:	Housing Services
REPORTS TO:	Senior Housing Support Officer	GRADE:	2

2. JOB PURPOSE

- To provide a comprehensive enhanced housing management service to Castlehill's sheltered housing tenants
- There is a responsibility for the post holder to demonstrate a commitment to Castlehill's aims and objectives.

3. MAIN DUTIES

- Assist tenants to sustain their tenancy by provide a daily call to check on welfare when required and signposting to relevant agencies.
- Assisting with tenancy related issues, including the safety and security of the building and neighbour relationships to ensure we keep a high level of customer satisfaction
- Providing information about the community alarm service
- Promote independent living by providing information on and helping to access the Associations adaptations service.
- Maintain tenant welcome packs and liaise with Housing Officer and Tenant Participation Officer to support tenant social activities.
- In line with internal procedures co-ordinate access to facilities for tenants including; laundry areas, storage areas for equipment, social activities in common areas, and guest bedroom accommodation.
- Following the Associations policies, procedures and updating the Housing Management IT system and using Microsoft IT packages word, excel, outlook and Teams regularly.
- Pass on required information to and maintain necessary liaison with other Castlehill departments regarding tenant or scheme issues, including cleaning, gardening, repairs, housing or welfare concerns
- Daily scheme building checks to complete any relevant Health and & Safety checks including security and safety of the premises, fire safety and hazards, lighting in communal areas, external access doors and door entry systems, external areas including gardens, drying areas bin areas, and car parks. Report identified issues to relevant Castlehill departments.
- Liaise with contractors for access where possible, for example, in relation to response repairs and planned maintenance work such as communal heating systems, Legionella testing, Fire Alarm / Emergency lighting testing and Lift maintenance.
- Report repairs or replacements to scheme equipment (e.g. laundry) and other fixtures and fittings in communal areas.
- Promote the development in the area to raise awareness of Castlehill, giving information and advice to potential tenants.
- Carrying out viewings with potential tenants who have received an offer of housing.

- Helping potential tenants to complete any paperwork required and assist with settling tenants into their new home and assisting with paperwork when a tenancy ends.

4. QUALIFICATIONS & TRAINING

- ESSENTIAL:**
- Educated to National 4 level or equivalent, with good literacy and numeracy skills
- DESIRABLE:**
- First Aid Awareness training

5. EXPERIENCE

- ESSENTIAL:**
- Experience of working in customer facing role, preferably in the housing or social care sector
- DESIRABLE:**
- Experience of working directly with older people
 - Experience of lone working

6. KNOWLEDGE & SKILLS

- ESSENTIAL:**
- Good communication skills, with the ability to communicate well both verbally and in writing
 - Ability to update and maintain records accurately
 - Ability to work independently, without the need for close supervision
 - Good IT Skills, with knowledge and experience of Microsoft packages
 - Ability to maintain confidentiality
- DESIRABLE:**
- Knowledge of health and safety issues relevant to the post

7. ADDITIONAL REQUIREMENTS

CRIMINAL RECORD CHECKS	<p>PVG Scheme Membership</p> <p>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.</p>
DRIVING	Not applicable to this post