

## 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 Enhanced Housing Management Services at 24 of its Independent Living Schemes across Aberdeen City, Aberdeenshire and Moray. The schemes are staffed 5 days per week.

In an Independent Living 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

<b>Post Title</b>	Relief Scheme Co-Ordinator - Aberdeenshire South
<b>Location</b>	One or multiple schemes: St John's Court, Stonehaven                      Newtonvale Court, Newtonhill Glebe Court, Portlethen                              Queen Elizabeth Court, Fettercairn <b>Please write in your application which schemes you are interested to work at.</b>
<b>Hours of Work</b>	No fixed hours – hours will be offered on an as and when required basis, to help to provide cover for staff absence.
<b>Salary</b>	The current rate of pay is £12 per hour
<b>Holiday</b>	Payment for accrued holiday is also payable for casual relief hours worked. Holiday pay is automatically calculated as 12% of the value of basic pay due.
<b>Closing Date</b>	20 May 2024 at 12pm

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 send complete applications by email or in writing to:

[jobs@castlehillha.co.uk](mailto:jobs@castlehillha.co.uk)

HR Department  
Castlehill Housing Association  
11 Waverley Place  
ABERDEEN  
AB10 1XH

**Please note that we are unable to accept CVs only.**

Further information about Castlehill Housing Association is available on our website: [www.castlehillha.co.uk](http://www.castlehillha.co.uk)



# JOB PROFILE

## 1. JOB IDENTITY

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

## 2. JOB PURPOSE

- To provide a comprehensive enhanced housing management service to Castlehill's housing for older people
- 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 providing a property check call in accordance with tenants wishes 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 or tenancy 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 scheme in the area to raise awareness of Castlehill, giving information and advice to potential tenants.
- Carrying out viewings of vacant properties with potential tenants who have received an offer of housing.

- Carry out settling in visit to new tenant and refer any issues to Housing Officer.
- Provide information and advice about how to terminate tenancy in accordance with tenancy agreement and CHA procedures

#### 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

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