

CYMDEITHAS GOFAL THE CARE SOCIETY

JOB DESCRIPTION

Post:	Emergency Accommodations Day Warden
Based:	Aberystwyth
Responsible To:	Emergency and Supported Accommodations Manager

The main objectives of the post will be:

To be responsible for fulfilling the assigned operational responsibilities and tasks as part of the management and delivery of The Care Society's Emergency and Temporary accommodation provision, including

- Assisting with the delivery of the Care Society Temporary Accommodations Projects
- Compliancy with health and safety standards within projects
- Liaison with external organisations in relation to service delivery

Role & Responsibilities:

The Emergency Accommodations Day Warden will work under the daily supervision of the Emergency Accommodations Officer in carrying out the following duties and responsibilities:

Emergency & Temporary Accommodation

- Ensure that properties are maintained to a high standard
- Undertake assigned practical tasks including furniture collection and delivery, property or room clearance, cleaning, laundry, general maintenance, decorating and light gardening duties
- Conduct weekly checks of properties, reporting maintenance tasks or other areas of concern
- Assist Residents with queries and to 'signpost' them to the relevant Support Worker or agencies as necessary

Staff & Information Tasks

- Attend team and external meetings
- Participate in scheduled supervisions throughout the year
- Ensure good teamwork and communication between staff and departments
- Maintain projects information and service user files in line with General Data Protection Regulations (GDPR)

Service Delivery

- Ensure health and safety aspects of service delivery are covered
- Keep records of all information and correspondence pertaining to the projects
- Work on a flexible basis to suit the needs of the projects and organisation
- Complete in a timely manner delegated daily operational tasks.

Public Relations

- Liaise with the Local Authority and external organisations, maintaining a high level of communication

Other Duties & Responsibilities

- Represent The Care Society positively and professionally at all times
- From time to time you will be expected to make use of a works van and participate in manual activities
- To undertake any other duties as may be required by The Care Society

General Care Society Responsibilities:

- The Care Society is fully committed to the active promotion of equality and diversity in its capacity as an employer and in the provision of all its services. It is the individual responsibility of each staff member to ensure the application of this Policy.
- Under the Health and Safety at Work Act, all employees are required to take care of their own health and safety and that of other employees and members of the public, and to co-operate with the Society in complying with their statutory duties.
- Strict adherence to confidentiality, particularly regarding personal details of staff, service users and tenants is of paramount importance.
- Communication and teamwork is a vital aspect to the success of the Society's work. Consequently all members of staff are contracted to attend regular team and organisational meetings as directed.
- To contribute to the development and promotion of the projects and further initiatives within the Society.

Whilst this job description is indicative of the range of current duties and responsibilities of the post holder, it is not comprehensive. It is inevitable that the duties will change as the role develops and it is essential therefore that it should be regarded with a degree of flexibility, so that changing circumstances can be met. As the scheme develops, the job description will be reviewed with the post holder.

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TERMS OF EMPLOYMENT

Emergency Accommodations Day Warden

Salary:	£23008.00 pa (£12.00 per hour)
Duration:	Full time contract.
Work Base:	Aberystwyth Offices
Duty Times:	37 hour week
Holidays:	20 days plus bank holidays
Probationary Period:	New employees work a probationary period of 6 months.
Smoking:	A non-smoking policy operates in all Projects.
Notice:	1 month
References:	Any offer of employment will depend on receiving satisfactory references from current and previous employers and a Disclosure Barring Service check.
Equal Opps. :	The Society operates an Equal Opportunities and Diversity Policy.

Rehabilitation of Offenders Act 1974

The post for which you have applied is exempt from the Rehabilitation of Offenders Act 1974 by virtue of the **Rehabilitation of Offenders Act 1974** (Exceptions) Order 1975. Consequently it will not contravene the Act to disclose information about convictions which would otherwise be considered "spent".

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Person Specification using Competencies

Emergency Accommodations Day Warden

Competency	Essential	Desirable
Team Work	Ability to contribute equally and effectively to a team and to work cooperatively within a team	
Working with others	Is non-judgemental and builds good working relationships with service users and staff at all levels	
Customer Focused	Delivers excellent customer service and makes decisions based on an understanding of diverse needs	
Integrity	Trustworthy, reliable, objective and maintains confidentiality at all times	
Interpersonal Skills: Verbal Communication	Communicates openly and confidently, developing good rapport.	
Ability to work under pressure	Presents a calm and competent image and is able to function effectively in a busy, stressful environment	
Flexibility & Adaptability	Willingness & ability to adapt to changing circumstances and to work unsociable hours and periodic bank holidays	
Computer Skills	Computer literate with good working knowledge of MS Office applications	
General Requirement	Full Driving Licence & Vehicle Owner. Practical Skills – experience. Able to safely lift heavy items	Possesses own tools. PAT Tester. Experience of Commercial Cleaning
Language		Welsh Language – written and spoken