

JOB DESCRIPTION

Retirement Living Assistant

Service area:	Housing Services
Reports to:	Senior Housing Officer
Responsible for:	N/A
Location:	Buxton
Work flexibly between ALL sites:	Yes
Grade:	AG2
Salary range:	SCP 5-9
Car driver:	Yes
Essential/casual:	Casual

JOB PURPOSE

To assist with the day to day running of the retirement living complex at various locations across the High Peak.

To work flexibly across the Alliance/complex locations to ensure organisational and public service outcome are maximised and the aims of the Alliance are achieved.

JOB DUTIES

1. To support the proactive management of retirement living complex including all aspects of health & safety and particularly fire safety.
2. To assist new and existing residents in understanding their obligations and responsibilities and in maintaining their tenancies
3. To promote social inclusion for all residents
4. To support all areas of service delivery and work flexibly across all retirement living complex locations.
5. To ensure hygiene standards are maintained in the absence of the housekeeping staff.

6. Carry out such duties which the Head of Service may from time to time require. To maintain the efficient and effective running of the services provided.

CORPORATE RESPONSIBILITIES

- To comply with, and promote, both Councils' Equalities and Diversity Scheme ensuring that all discrimination is eliminated and referring any instances of perceived discrimination to the appropriate Executive Director.
- To ensure confidentiality at all times in all matters relating to the work of both Councils.
- To take every opportunity, where practicable and appropriate, to use information and communication technology to improve service delivery and efficiency.
- To carry out the above duties and responsibilities in accordance with any training given, written arrangements for health and safety, and any safe systems of work identified by risk assessments.
- To support the Council's commitment to good environmental Eco-management by ensuring the most environmentally friendly use of resources by reducing the amount of business travel by using teleconferencing facilities etc.
- To apply the principles of good Customer Care by taking responsibility, ensuring reliability and having respect for all those for whom the service is being provided, including colleagues and Elected Members.
- To work flexibly in support of colleagues and to undertake any other duties which may reasonably be requested commensurate with the grade for the post.
- To adhere to all aspects of confidentiality and Data Protection in order to comply with the law. To observe both Council's policies and guidelines on the General Data Protection Regulations.
- To adhere to and embrace the standards of behavior required under the Alliance Choice values and code of conduct.
- To be committed to safeguarding and promoting the welfare of children and young people/vulnerable adults.
- To be deployed to carry out election duties during the working day as required.

JOB REQUIREMENTS

Transport Requirements	Driving required for travel to Alliance locations
Working Patterns	Hours of work as agreed with the line manager. Some out of hours work may be required
Working Conditions	Office based with travel to Alliance locations
Resources Staff/Finance	N/A
Physical	Working to planned priorities

