**WARDEN**

**JOB DESCRIPTION**

**Job Title: Warden**

**Accountable To: Project Manager**

**Responsible To: Project Manager**

**Brief Purpose:**

The warden is required to live in the accommodation provided and to respond to any inquiries or incidents within the terms of the post. As a member of the staff team the live in support worker will be expected to work collaboratively with other team members and make contribution to the maintenance of a therapeutic project in line with the professional and administrative policies of Threshold.

**Responsible For:**

**Services:**

**1.1.** To provide practical and emotional support to residents of the scheme in accordance with the project’s operational policies.

**1.2.** To maintain a presence on site and be available to residents within terms of hours of contractual agreement.

**1.3.** To supervise the security of and proper use of the building and it’s facilities for the benefit of the tenants. Taking appropriate action to deal with intruders, call out emergency services (i.e. fire brigade, ambulance) if required and to answer emergency calls and summon assistance when necessary for on-call/back up staff.

**1.4.** To ensure maintenance of minimum standards of care for residents and cleanliness of project, when necessary undertaking cleaning tasks in communal areas.

**Administration:**

**1.5.** To participate in resident and project recording systems as required.

**1.6.** To contribute to the maintenance of good health and safety practices.

**1.7.** To notify line management of any repairs that are required in accordance with the projects procedures.

**1.8.** To assist in the collections of fees and other debts in accordance with established procedures.

**1.9.** To assist new tenants to become familiar with local amenities, facilities, site systems and procedures, especially safety procedures and operation of heating systems and security arrangements.

**1.10.** To ensure that adequate records are kept for each tenant and a diary of events within the scheme.

# General

**2.1.** To participate in weekly staff and community meetings. Attending of appropriate training as required.

**2.2.** To promote the aims and objectives of the scheme and maintain good working relationships with visitors and staff from other agencies.

**2.3.**  To encourage and support the use of the lounge by tenants for social activities, to organise the use by the tenants of the communal facilities, including the laundry and guest room.

**2.4.** To periodically visit tenants in their flats (liaising with project staff) to assess how they are coping with their accommodation and to establish if they have particular needs in this respect.

**2.5.**  To make necessary arrangements on tenants behalf to enable repairs to be carried out.

**2.6.** To adhere to the policy and procedures as laid out by the organisation ensuring at all Times the delivery of the service.

**2.7.** To comply with the letter and spirit of Threshold’s Equal Opportunities Policies.

**2.8.** Any other duties as required. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible approach to the tasks, which may be varied, from time to time following discussion with line management and in line with the nature of the role. Any variations will be subject to the operational requirements of the project and will be in keeping with the general profile of the post.

**2.9.** To liaise with the Project Manager prior to taking leave, ensuring that they are given full details of the running of the scheme and that all records are easily accessible.

**3.** Any other duties as required.

**Basic Terms and Conditions of Employment**

**Hours: These will be detailed at interview**

**Salary: Starting Salary: £19,650 per annum**

**Salary Scale: NJC Scales 5-9 £19,650 per annum - £21,269 per annum**

**Company Pension Scheme**

# Bedroom Flat

**There will be deductions made from your salary every month towards the cost of your heating and electricity.**

# SHORTLISTING CRITERIA

**WARDEN**

|  |  |  |
| --- | --- | --- |
| **CRITERIA**  | **ESSENTIAL**  | **DESIRABLE**  |
| **Qualification** **A QCF Level 2 in Health & Social** **Care** **The applicant must also be registered or have completed registration with the Northern Ireland Social Care Council (NISCC(**  | **\*** **\***  |  |
| **Work Related Experience** **6 months experience working with people with severe and enduring mental illness or 6 months working with people with a learning disability in the last 5 years.** **Able to cover 4 nights per week**  | **\*** **\***  |  |
| **Skills** **Listening** **Domestic Management Skills** **Good verbal/written communication skills.**  | **\*** **\*** **\***  |  |
| **Special Aptitudes** **User Development** **Self-Development**  | **\***  **\***  |  |
| **Disposition** **Self-awareness** **Ability to deal with personal stress**  | **\*** **\***  |  |
| **Professional Integrity** **Ability to maintain commitment to Threshold’s therapeutic philosophy.**  | **\*** **\***  |  |
| **Circumstances** **Able to cover 4 nights per week.** **Able to attend Threshold’s training and other events and meetings.**  | **\*** **\***  |  |
| **Special Aptitudes** **Ability to liaise with a wide range of organisations.**  |  | **\***  |