

Job title	Resident Warden
Reporting to	Housing and Support Manager, Clare House
Based at	Melrose Gardens
Hours of work	TBC

Job purpose

- To properly manage the housing scheme at Thorngate Churcher Trust
 - To provide assistant and support to Thorngate Living residents
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Key responsibilities

- To note, and to report on, in a timely manner, the state and condition of the buildings
- To show prospective residents around Thorngate Court and its gardens
- To manage the cleaner
- To be responsible for the security of Trust buildings
- To liaise with Gosport Borough Council and other partner agencies to obtain and/or exchange information as required
- Monitor residents' compliance with Licences
- When on duty to respond, without delay, to emergency calls
- Provide assistance to residents
- Ensure next-of-kin are kept up to date
- Checking in daily with each resident ensuring minimum intervention
- Ensuring all residents have access to a wide range of social activities and facilitating their active participation

- Have a commitment to undertake continuing training as required
- Participate in supervision/staff meetings as required
- To champion and actively engage with the Vision and Values of Thorngate Living
- Carry out any other reasonable task as directed

The purpose of this job description is to focus attention on the most important aspects of the job-holder's role. It is not intended to be a complete list of the duties; therefore, it is to be expected that the day to day performance of the job will include tasks not listed above. The list of duties for which the job-holder is responsible may reasonably be varied at the discretion of the Trust. Thorngate Churcher Trust is an equal opportunities employer and welcomes applications from suitable qualified people from all sections of the community.