



Caretaker – Calderdale Intensive Housing Management (IHM)

HOURS: 35 hours per week

SALARY: £12.60 per hour

ANNUAL HOLIDAYS: 6 weeks plus Bank Holidays

LOCATION: Halifax

Job Description

REPORTS TO:

You will be responsible for maintenance and minor repair work at Calderdale IHM. You will be responsible for the internal and communal areas. You will ensure void properties are ready for re-let, report/ manage repairs; sustain stock and inventory levels. You will maintain high standards of hygiene and cleanliness across both sites, externally and internally.

RESPONSIBILITIES

- Carry out maintenance and minor DIY/repair work.
- Undertake domestic duties for example: clearing sharps, hanging curtains,
- washing and changing bedding, cleaning and refurbishing flats ready for reletting
- Clear and tidy external areas to ensure that they are free from litter, leaves etc and are maintained in a clean and tidy state.
- Maintain grounds including grass cutting, hedge trimming, weeding etc.
- Comply with all Health and safety requirements in accordance with legislation and the organisations policies and risk assessments.
- Assist in the work to provide aids and adaptations within the service properties.
- Assist with the delivery, collection and disposal of furniture.
- Assist with inventory checks and stock checks
- Maintain and create a safe and welcoming environment for tenants and visitors
- To participate in meetings as required
- Performing any other duties from time to time that may reasonably be required
- Undertaking the above duties in accordance with Horton Housing Associations
- Policies and Procedures



Note: This is a job outline only and seeks to set out the principal purpose and functions of the role; it may therefore be subject to change. For management and specialist roles, colleagues will be responsible for the determination, assessment and management of risk.

Safer Recruitment

Horton Housing is committed to safe and fair recruitment, safeguarding and protecting the people that we support. The majority of positions here at Horton will require a fully completed application form and an enhanced DBS check to identify and reject applicants who are unsuitable to work with children or young people.

Person Specification

ESSENTIAL

- Experience of carrying out a varied range of maintenance and repair work to a professional standard.
- Experience of carrying out domestic duties to high standards of hygiene and cleanliness.
- Previous employment in a property maintenance capacity or related field
- Understanding of the potential risks to health, safety and welfare encountered in maintenance work
- Experience of general maintenance jobs such as changing locks, unblocking drains, gutters and waste pipes, servicing doors, gates, furniture removals etc.
- An understanding of Health & Safety, COSHH.
- A full UK driving licence and access to a vehicle that can be insured for business use

In addition to the above, it is expected that you will:

- Maintain professional boundaries
- Have a commitment to Equality, Diversity and Inclusion
- Are willing to undertake any further training required
- Are able to work flexibly to meet the needs of the service/department

About the department

The Intensive Housing Management (IHM) service is open to clients aged 18 and over, who are eligible for the service, including single people, couples or families. The service provides accommodation for people who have low to medium support needs and may find it difficult to access mainstream housing. The service also provides short-term temporary and emergency accommodation for people who Calderdale Local Authority owe a statutory (legally) homeless duty.



The accommodation is based at several locations across the Calderdale district. This includes dispersed accommodation and accommodation with access to on-site staff and overnight security. All accommodation is self-contained and fully furnished, including white goods. The service works alongside key partners, taking a collaborative approach and reaching positive outcomes around maintaining successful tenancies and move on to independent living.

