



POSITION Warden – Sutton Manor Independent Living

LINE MANAGER Head Warden

PURPOSE OF POSITION

To support the health and wellbeing needs of our elderly residents through daily contact either in person or via the telephone.

PRINCIPLE RESPONSIBILITIES

- Be aware of the health & dependence level of the Resident, ensuring any changes in these areas are highlighted & communicated clearly through record keeping.
- Keep a record book or brief report regarding any out-of-the-ordinary happenings, such as falls etc.
- Respond to emergency calls from Residents during working hours and to give assistance of a neighbourly kind in an emergency until summoned help arrives from Local Services and/or relatives.
- Support Residents who are unwell for short periods, but not to undertake any nursing tasks. The family and appropriate services should be contacted to undertake an assessment of needs, in order to arrange an appropriate package of care.
- Be part of the out of hours on call system and the weekend rota.
- Adopt a flexible approach to working hours should an emergency situation arise.
- Be aware of local services available to the elderly and to refer Residents to those services (nursing/domestic/social/financial).
- Ensure that any communal areas are available and fit for use and to assist Residents to organise activities if required.
- Foster a positive and professional relationship with Residents to promote a harmonious and friendly atmosphere.
- Welcome new residents and to ensure that they receive training immediately in how to operate the emergency aid call system and collect and record relevant information in order to open a personal file.

OUR BENEFITS INCLUDE

- Long Service Awards
- Company pension scheme
- 28 days holiday pro rata (including Bank Holidays)
- Holiday allowance increases with service
- Free parking
- Subsidised meals
- Free DBS
- Blue Light Discount Card
- Employee Assistance Programme



SHIFTS AVAILABLE

- Thursday and Friday each week, working 9am – 1pm
- Emergency on call phone rota
- 1 in 3 weekends, Saturday and Sunday 9am – 1pm
- Additional hours to assist with administrative duties, Resident's events and holiday cover available

PAY £13.31 per hour (Weekday) / £14.31 per hour (Weekend)