

Department: Resident Services

Job Overview

Warden

Fixed term contract until 31st of March 2026

- £24,219 per annum pro rata
- Location: Buckley – Ruthin & Wrexham
- Hours: 37 hours
- Qualifications: Driving Licence. *Evidence of understanding the needs of the elderly. Knowledge of Social Care, Welfare Benefits, Nursing or Welfare experience.*
- KEY DATES:

Shortlisting: 27th of February 2025

Interviews: 05th of March 2025 in Wrexham



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Job Overview

Project Worker

Department:	Resident Services
Salary	£24,219 per annum pro rata
Location:	Wrexham, must be able to travel to Ruthin and Buckley.
Hours:	37 Hours a week
Work Pattern:	Monday to Friday 9am – 5pm
Job purpose:	To provide a caring service to residents and to manage the scheme on a day-to-day basis by implementing the duties and procedures set out in the General Information Pack for Wardens/Resident House Managers/Good Neighbours for the provision of elderly housing services.
Qualifications:	Evidence of understanding the needs of the elderly. Knowledge of Social Care, Welfare Benefits, Nursing or Welfare experience. Having a driving licence is essential for this role

This role requires an Enhanced Disclosure & Barring Service (DBS) check which we pay for.

Is this role right for you?

The Warden role at ClwydAlyn is ideal for someone who is compassionate, organised, and able to make quick decisions in emergency situations. You'll be providing support to elderly residents, helping them maintain their independence while ensuring the scheme operates smoothly on a day-to-day basis.

You'll need strong organisational skills to manage daily tasks like maintaining safety standards, completing records, and coordinating repairs. Additionally, a caring nature and the ability to foster good relationships with residents and external service providers are key to success in this role.

The satisfaction of making a real difference in residents' lives and fostering a supportive community makes this role highly fulfilling.

If you're someone who thrives in a caring, responsibility-driven environment and is prepared for the emotional and physical demands of the role, then this could be the right opportunity for you.

Apply at clwydalyn.co.uk



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Job Overview

Warden

Roles and Responsibilities

Resident Support:

- Provide daily visits and ensure the wellbeing of residents, encouraging independence and promoting social activities.

Scheme Management:

- Oversee the day-to-day running of the scheme, including maintaining safety standards, cleanliness, and liaising with the Senior Housing Officer.

Emergency Response:

- Act swiftly in emergency situations, responding to calls and ensuring the safety and welfare of residents, including coordinating medical and emergency services if needed.

Health and Safety:

- Regularly test fire alarms, Warden Call systems, and ensure compliance with health and safety procedures.

Record Keeping:

- Maintain accurate logs, records, and diaries in accordance with procedures, including Supporting People requirements.

Liaison with External Services:

- Build and maintain relationships with local services like GPs, social services, and home help organisations.

Community Engagement:

- Encourage a sense of community by promoting residents' associations and participating in social activities.

Keyholder Responsibility:

- Manage and be responsible for all necessary keys related to the scheme's operations and ensure security.

Monitoring Staff:

- Where applicable, supervise visiting scheme operatives and ensure their duties are carried out to the required standards.

New Resident Integration:

- Support new residents by helping them settle in, including advising on the use of communal facilities and local services.

Confidentiality & Discretion:

Ensure the privacy of residents is always respected, providing care in a discreet and professional manner.

Work for us – Benefits

As well as making sure staff have access to a free meal each day, other benefits include:



Health benefits

We offer a range of health related benefits including a Cycle to Work scheme, Eye Care scheme and Health Care Cash Plan.

We also offer a free and confidential counselling service to all staff.



Annual Leave

We offer 25 days plus bank holidays increasing to 30 days after 5 years' service.

Additional flexibility to buy and sell up to 5 days annual leave (pro rata).



Enhanced sickness pay

Enhanced sickness pay after 1 years service rising to a maximum of 3 months full pay, 3 months half pay.

In serious and life threatening situations we agree support on an individual basis.



Dedicated Wellbeing Support

We know that fostering high levels of wellbeing is good for people, the organisation and the communities we work within. We are committed to creating positive, flexible working environments where individuals and communities can thrive.

We have a dedicated Workplace Wellbeing Team and we provide a wide range of support and wellbeing-related benefits to support good mental, physical and social wellbeing.



Families are important

We offer 4 months full pay and 5 months half pay when on Maternity, Adoption or Shared Parental Leave.

We also offer an agile and flexible working environment to support families and carers.



Pension

Defined Contribution pension scheme with matched contributions (up to 8%) and death in service benefit 3 times your salary.



Financial wellbeing and support

We offer a range of support including access to savings and loans through a credit union, access to support from our in-house Welfare & Money Advice Team and access to a free lunch for all staff.



Learning & Development

Investing in the personal development of staff to reach their potential is our priority.

Through formal training, on the job learning, coaching and mentoring, we provide a learning environment that is supportive for each person to build skills that will help them be great in their job today but also enable them to grow a career with us for the future.



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How to apply?

You can What's app your CV, Audio note or Video by using the number 07881837177

or email recruitmentca@clwydalyn.co.uk

Come have a conversation with us, we look forward to hearing from you!



Good luck!
Apply at clwydalyn.co.uk