



GET INTO HOUSING PLACEMENT CONFIRMATION FORM

PLACEMENT DETAILS

Housing Association Name	United Welsh
Department	Living Well
Line Manager	Sian Evans
Placement Title	Living Well Liaison Officer
Placement Start month; March / April/ May/ June	Any placement start date
Brief of intended Duties	<p>This placement is for someone who is:</p> <ul style="list-style-type: none">• capable• approachable• organised• enjoys being out and about <p>Job purpose:</p> <p>Ensuring that grounds maintenance and response repairs are kept to schedule and delivered to a high standard for our tenants living in our Living Well Schemes</p>

	<ul style="list-style-type: none"> • Deliver a person-centred service to residents, being the first point of contact for grounds maintenance and repairs enquiries • Ensure that Schemes are well maintained; inspecting all sites on your patch at least once a month ensuring that the grounds maintenance schedule is being delivered on time and to a high standard • Identifying and monitoring communal repairs, liaising with our grounds maintenance team to ensure that repairs are completed in a timely manner. • Providing feedback to residents regarding grounds maintenance and communal repairs • Identifying and escalating risk situations including safeguarding, fire safety, health and safety and insurance liability. <p>Prior knowledge is not essential.</p> <p>Essential</p> <p>Must have a driving licence and access to a car as travel between locations will be required.</p> <p>Location: Cardiff and Caerphilly OR Monmouth and Blaenau Gwent</p>
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PLACEMENT REQUIREMENTS & ACCESS

Requirements (Please circle or delete as relevant)	Access & Permissions (Please circle or delete as relevant)
Laptop	Open Housing
Mobile Phone	Access to specific files / drives
Lone Working Device	Share Point
PPE	Teams

Other:_____

Other:_____

Manager's Name:

Manager's Signature: