

JOB DESCRIPTION

C&R Small Repairs Officer



Care and Repair in South Lanarkshire

August 2020

Department: Care and Repair Small Repairs
Base: Lanark
Responsible to: Care & Repair Manager

Job Purpose

The Small Repairs Officer (SRO) will provide a handyperson / small repairs service to older people and people with disabilities within South Lanarkshire area living in privately owned or privately rented accommodation. This work will form a key part of the South Lanarkshire Care & Repair Service delivery.

Main Duties and Responsibilities

1. Arrange appointments and carry out assessments of small repairs, adaptations and improvements required by clients, advise clients on cost, agree tasks to be undertaken and make arrangements for the work to be carried out.
2. Arrange appointments and carry out small repairs, adaptations and improvements within the operational requirements of the Care & Repair Project.
3. Where contractors are required for major repairs the SRO may be required to refer to Care and Repair officers.
4. Work with clients requiring minor adaptation equipment to determine best position for items in relation to their needs.
5. Work with Social Work to install community alarms, associated wireless peripheries and key safes.
3. Purchase materials, arrange delivery of and maintain appropriate and accurate records in respect of these in accordance with our policies and procedures.
4. Either directly or via other Care & Repair staff, assist clients in securing the services of suitable contractors for works that clients wish to have carried out but which are out with the scope of the SRO.
5. Either directly or via other Care & Repair staff, offer information and advice on referral routes to assist with energy efficiency, home security, fire safety, finances etc and to assist clients in accessing specialist information and advice in respect of these from the appropriate agencies.

General

1. Maintain appropriate and accurate records including financial records to assist in the monitoring and reporting requirements of the Care & Repair Project in accordance with our Policies and Procedures.
2. Provide weekly reports to the Manager and provide information and data on at least a weekly basis to the Administrative Assistant to enable the Care & Repair data base and records to be kept up to date.
3. Liaise with Care & Repair staff, personnel from health, social work, housing and other appropriate information and advice agencies as required to achieve the aims and objectives of the Care & Repair Project.
4. Ensure that any allocated SRO vehicle is at all times used and maintained in a safe, roadworthy and clean condition and is kept securely when not in use.

5. Assist in ensuring that all tools and equipment used by the SRO are used and maintained in a safe and clean condition, meet the requirements of our Health and Safety Policy and are kept securely when not in use.
6. Ensure that our Code of Conduct, Health and Safety Policy and Equalities Policy are followed at all times.
7. Ensure the maintenance of confidentiality at all times in respect of all Care & Repair business..
8. Keep up to date on relevant guidance, legislation, practices and procedures and undertake training as required.
9. Undertake other duties from time to time which contribute to meeting the objectives of the post as directed by the Care and Repair Manager