



## **SENIOR HOUSING OFFICER (COMMUNITY ALARM SERVICE)**

Directorate of the Environment

Salary: PO 1 – 4 (£25,437 - £27,411)

Location: Hawtin Park

Hours of Work: 37 hours per week

### **Job Description:**

This is a permanent position and the person appointed will be responsible for the day-to-day management of the community alarm and telecare service to older people and other vulnerable client groups in the Caerphilly County Borough. Excellent IT, communication and organisational skills are essential.

We are seeking an experienced and highly motivated manager to manage and develop the community alarm and telecare services within Caerphilly County Borough. This vacancy presents an opportunity to bring service improvement plans to fruition and to expand the range of services that Caerphilly Careline currently offers.

Educated to at least 'A' level standard, the successful applicant will have a thorough working knowledge of managing a control centre and the installation of a dispersed alarm service. Previous staff management experience and the ability to produce statistical data and management reports is essential

The post is exempt from the Rehabilitation of Offenders Act (1974) and a comprehensive screening process will be undertaken on all applicants, including an enhanced disclosure check with the Criminal Records Bureau.

Application forms and further particulars can be obtained from:

Directorate of the Environment  
Caerphilly County Borough Council  
Personnel Services  
Nelson Road, Tredomen  
Ystrad Mynach CF82 7WF Tel: 01443 864365

**Closing Date is 13<sup>th</sup> May 2005**