

The Scheme Manager will:

- Help newcomers settle into their new home and demonstrate how everything works
- Keep in regular contact with each resident
- Deal with emergencies
- Plan and encourage participation in social activities
- Report and monitor repairs and maintenance work
- Ensure the residents needs are met this may involve liaison with families, statutory, voluntary and private agencies
- Give advice on services available, for examples shopping, cleaning, cooking, personal and nursing care. (Please note the Scheme Manager does not directly provide these services)