

## **What does a sheltered housing officer do?**

### **A sheltered housing officer will:**

- Providing housing management and tenancy services to sheltered housing residents in line with the neighbourhood housing service
- Assist residents to manage their tenancies by giving help and advice on tenancy management issues.
- Carry out Health and Safety inspections, monitor the condition of properties and if needed help to report repairs
- Carry out assessments and viewings when a property is offered to you, and sign-up your new tenancy
- Monitoring communal areas and buildings on the sheltered housing schemes and work with property services and contractors to ensure schemes are maintained and upgraded appropriately.
- Monitor the cleaning and hiring of the communal facilities.