



FIRST HOUSING
Aid & Support Services

CANDIDATE INFORMATION PACK

Dear Applicant

RE: COOK/HOUSEKEEPER, RAMONA HOUSE, OMAGH
(Ref: C-CRH/R4/01)

Thank you for your enquiry in respect of the above position. Enclosed you will find the following information:

- Summary Information of the project
- Job Description, which includes:
 - Summary of Role
 - Person Specification
- Privacy notice

Please complete the employee-monitoring questionnaire and return it with your completed application form. It will be kept separate from your application for selection purposes.

The closing date for receipt of applications: Friday, 4th July 2025 @ 12 noon

Please note:

All our recruitment for this position will be done through e-mail, please provide a suitable e-mail address for correspondence and attach your completed application form.

If you do not have an e-mail address, please contact Karla on 02871266115

If you have a disability and if you are shortlisted, you may notify us to enable us to make any reasonable adjustments for interview.

Shortlisting will be undertaken based on the enclosed person specification, so please address all criteria listed in the person specification when completing your application.

This post will be subject to an Access NI check and compulsory registration with the Northern Ireland Social Care Council. (NISCC)

Thank you for your interest in the work of First Housing Aid & Support Services, we look forward to receiving your completed application.

Yours faithfully

Karla O'Kane
Personnel Manager
Encs

Information about our Ramona House Project

Ramona House is a service developed as a multi-disciplinary response for people with alcohol problems. It offers two unique services to aid and support individuals that have been impacted by excessive drinking. It provides Supported Living and an Alcohol Detox Service to male & female service users (18+) who have alcohol related issues.

Both services, which are provided within the one project, aim to promote stability in the long and shorter term and are a result of partnership working between First Housing Aid & Support Services, Supporting People, the Western Health and Social Care Trust and Oaklee Housing Association.

Supported Living

There are 4 short term beds available up to 2 years for individuals with a history of excessive drinking offering short term encouragement & assistance with the view to supporting their integration back into independent living. Aims of the Project are:

- To provide a comprehensive flexible supported housing scheme
- To facilitate appropriate assessment of mental, physical, and social circumstances
- To provide a key worker service the unit
- To provide an alternative culture to drinking
- Access to counselling services
- Living skills
- Preparation for independent living
- To enhance health & well-being
- To promote harm minimisation approaches
- To provide a focus for outreach into the community and to the service users' tenancy through Floating Support Services

Referrals to the support beds are through the NIHE and will then be assessed by the Management and Staff of Ramona House for suitability.

Alcohol Detox Service

There are 4 detox beds to support chronic drinkers' recovery in a safe environment. Service users can stay up to five days and will be assessed by a nurse from the Community Addictions Team (Monday to Friday). The Service aims are:

- To provide 24-hour observation
- To provide a safe environment for people to become sober and to withdraw from alcohol
- To facilitate access to counselling, to work with home detox and appropriate treatment services in line with addiction services, and the appointed addiction nurse
- To provide a focus for outreach into the community and to the service users' tenancy through floating support,

- To enhance health & well-being
- To promote harm minimisation approaches

All referrals for detox are made via telephone from GPs from Tyrone/Fermanagh, Tyrone County Hospital / South Western Hospital, Out of hours GP Tyrone & Fermanagh and Alcohol Liaison Nurses (South Western Hospital/Altnagelvin)



FIRST HOUSING AID & SUPPORT SERVICES

JOB DESCRIPTION

Title:	Cook/Housekeeper
Reports To:	Manager, Ramona House
Purpose & Objectives:	<p>To provide quality meals to the service users, whilst maintaining high standards of cleanliness and hygiene throughout the accommodation project.</p> <p>To act in a professional, proactive capacity that will contribute to the strategic objectives of the organisation in enhancing the well-being of its service users through a network of support.</p>
Location:	Ramona House, Omagh
Salary	£22,222.20 per annum
Hours of Work	35 hours per week (Mon-Fri)
Probationary Period	6 months
Annual Leave	5 working weeks, exclusive of bank and customary holidays
Sickness Scheme	3 working weeks contractual pay in any 12 month period under current terms and conditions of employment
Pension	Company pension available, further details available on request

MAJOR TASKS AND RESPONSIBILITIES:

1. Prepare and serve hot and cold meals.
2. Provide for special dietary requirements where necessary and consider the preferences of individual service users.
3. Assist in planning/costing menus to provide a balanced nutritious diet, making the best use of available fresh foods.
4. Maintain accurate records of food supplies, and freezer/fridge temperatures and any other monitoring data required for HACCP and Environmental Health
5. Ensure stock rotation. Assist in the ordering of stocks and checking of deliveries, and check and value stock required by the Manager.
6. Maintain and improve professional knowledge and competence.
7. Ensure all equipment is clean and well maintained.
8. Ensure statutory health and safety standards in the kitchen (and, where appropriate, dining areas).
9. Participate in and promote cooking programmes with service users.
10. Carry out housekeeping and cleaning duties on a daily and weekly basis to ensure a consistent level of cleanliness throughout the project is maintained
11. Assist with laundry
12. Report immediately to the project manager, or person in charge, any illness of an infectious nature or accident incurred by a service user, colleague, self, or another.
13. To fully co-operate with our Adults at Risk policy.
14. Any other duties appropriate to the post

RELATIONSHIP WITH FIRST HOUSING

- To be an active team member, supporting colleagues, being prepared to receive support as necessary and contribute fully to team workload.
- To participate in staff meetings as required.

- To participate in staff development and review.
- To attend training as identified and required in relation to personal and professional development.
- To comply with the policies and procedures in place that meet with health and safety legislation.
- To respect our policy of promoting equality/valuing diversity.
- All staff members are required to adhere to the implementation of recording and monitoring procedures as set out within the 'Supporting People' Quality Monitoring Tool.
- To ensure adherence to Northern Ireland Social Care Council standards of conduct and practice (where NISCC registration is required)

PERSON SPECIFICATION**COOK/HOUSEKEEPER, RAMONA HOUSE, OMAGH (Ref: C-CRH/R4/01)**

Requirement	Essential or Desirable?	How Assessed?
Qualifications / Education / Training: <ul style="list-style-type: none">• Basic Food Hygiene certificate	Essential	Via application form/appropriate certificates
<ul style="list-style-type: none">• City & Guilds 706 – 1 & 2 or equivalent qualification achieved or working towards	Desirable	Via application form/appropriate certificates
Experience: <ul style="list-style-type: none">• Relevant work experience of preparing and cooking meals	Essential	Via application form/interview/references
<ul style="list-style-type: none">• Relevant work experience of undertaking a range of cleaning duties	Essential	Via application form/interview/references
<ul style="list-style-type: none">• The post holder must be able to demonstrate a good attendance/performance work record	Essential	Via application form/interview/references
<ul style="list-style-type: none">• Ability to deliver concise recording systems and reports	Essential	Via application form and interview
<ul style="list-style-type: none">• Ability to work effectively and meet deadlines	Essential	Via application form and interview
Knowledge: <ul style="list-style-type: none">• Knowledge of recording and monitoring data for (Hazard Analysis & Critical Control Point) HACCP and Environmental Health.	Essential	Via interview
<ul style="list-style-type: none">• Knowledge of Health & Safety Regulations	Essential	Via interview

Requirement	Essential or Desirable?	How Assessed?
<ul style="list-style-type: none"> Knowledge of Care of Substances Hazardous to Health (COSHH) and the safe use of chemicals. 	Essential	Via interview
Skills & Competencies: <ul style="list-style-type: none"> Excellent interpersonal and communication skills, particularly able to work with the public 	Essential	Via interview/application form/references
<ul style="list-style-type: none"> Comfortable with working within an environment that supports service users with addictions 	Essential	Via interview/ application form/references
<ul style="list-style-type: none"> Flexibility to work occasional weekends 	Desirable	Via references/interview
<ul style="list-style-type: none"> Able to work both independently and as part of a team. 	Essential	Via references/interview
<ul style="list-style-type: none"> Willingness to take managerial direction. 	Essential	Via references/interview
<ul style="list-style-type: none"> Excellent organisational skills and ability to prioritise workloads to deliver within agreed deadlines 	Essential	Via interview/references
<ul style="list-style-type: none"> Ability to work with challenging behaviour 	Essential	Via interview/references
Personal Attributes: <ul style="list-style-type: none"> Ability to retain confidence and discretion. 	Essential	Via references/interview
Other: <ul style="list-style-type: none"> No health problems which would adversely affect ability to carry out all the duties of the post. 	Essential	Via application form and interview

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First Housing Aid & Support Services Privacy Notice

In May 2018, the new general Data protection Regulation (GDPR) comes into effect, which gives you more rights around how your information is used. To make you feel confident about how we process your information, we've provided this Privacy Notice to make things clearer. See below for a summary of what it says.

How do we use your information?

We use your information in ways you would expect:

- manage the recruitment process and assess your suitability for employment or engagement
- decide to whom to offer a job
- comply with statutory and/or regulatory requirements and obligations, e.g. checking your right to work in the UK
- comply with the duty to make reasonable adjustments for disabled job applicants and with other disability discrimination obligations
- ensure compliance with your statutory rights
- ensure effective HR, personnel management and business administration
- monitor equal opportunities
- enable us to establish, exercise or defend possible legal claims

Please note that we may process your personal information without your consent, in compliance with these rules, where this is required or permitted by law.

Who do we share your information with and where do we get information from?

- information may be shared internally within the Company for the purposes of the recruitment exercise, including with members of the HR department, members of the recruitment team, managers in the

department which has the vacancy and IT staff if access to your personal information is necessary for the performance of their roles.

- external organisations for the purposes of conducting pre-employment reference and employment background checks
- Access NI, to obtain a criminal record check
- former employers, to obtain references
- professional advisors, such as lawyers

We may also need to share your personal information with a regulator or to otherwise comply with the law.

How do we protect your information?

We have put in place measures to protect the security of your personal information. In addition, we limit access to your personal information to those employees, workers, agents, contractors and other third parties who have a business need to know in order to perform their job duties and responsibilities.

How can I find out more?

Our full Privacy notice contains more detail about:

- How we use your information
- The reasons for using your information
- Our retention periods
- Your rights, including how to get a copy of your information, how you can have it corrected or erased, how you can object to our use; and
- How to contact the compliance manager

You'll find a full notice at www.first-housing.com/recruitment, or you can call Karla, Personnel Manager at 07921056728; e-mail: karlaokane@first-housing.com

Do I have to do anything?

No, this is just information; you don't have to do anything