



**Job Description:** Self-directed Support Advisor (Dundee)

**Responsible to:** Team Leader (SDS)

**Salary:** £28,576 (pro rata)

**Hours:** 21 hrs/week

**Our Values:**

- We believe that everyone deserves to be treated with fairness and dignity and is supported to make a positive difference in his/her life.
- As an organisation that embraces challenge, we need to demonstrate a culture of kindness, compassion and creativity.
- Working together, we keep the needs of carers and disabled people at the centre of everything we do...because we care.

**Improved Outcomes for Carers:**

- As a carer, you have improved emotional and physical wellbeing and achieve your personal goals and outcomes
- As a carer, you can combine caring responsibilities with work, social, leisure and learning opportunities and have a life outside caring
- As a carer, you are supported to manage your caring and minimize the impact of financial hardship, as a result of caring
- As a carer, you are included in deciding how you are supported and are able to influence how services are provided

**Aims**

As a Self-directed Support Advisor you will work to empower people to have genuine choice and control over the way in which they lead their lives, ensuring that they have comprehensive advice, information and support to enable them to purchase their own care and support services in Dundee.

**Key Duties:**

- To get to know each person with whom you work, in order to gain an understanding of their needs, interests, preferences and aspirations

- To work with individuals, their families, friends and carers (where appropriate) to develop and implement a plan which reflects the individuals' choices and goals
- To provide continued support to individuals to enable them to manage the implementation of their plan e.g. recruit and manage any employees or manage their relationship with other provider agencies including Local Authorities
- To enable access to information on legal responsibilities, employment law and good employment practice
- To support individuals to review their plan, and make changes where necessary
- To provide assistance with the provision of a payroll service
- To promote and raise awareness of Self-directed Support and the Advisors' role amongst supported people, other professionals and the general public
- To support the development of Self-directed Support within the locality and increase access for carers and disabled people
- Provide 1:1/group training to people including professionals
- Contribute to the development of publicity and communication materials
- Ensure ongoing monitoring and evaluation of the work

### **General Duties:**

- To work with the Self-directed Support Team and all Centre staff to manage referrals for disabled people and carers who wish to direct their support needs.
- To make links with professionals in the statutory and voluntary sectors to promote the work of the self-directed support team.
- To make appropriate referrals to other services both within and out with the Centre.
- To work within the Centre's policies on Health and Safety, Confidentiality and Equal Opportunities.
- To work by the core values and operational procedures outlined in the staff handbook
- To provide written and verbal reports of the progress of service to the Team Manager, Independent Living Services where required
- To keep accurate, confidential case records of all service users who are provided with a service.
- To maintain strict confidentiality in relation to the individual circumstances of carers and service users and ensure relevant volunteers understand and adhere to our confidentiality policy.
- To assist the ILS Team Manager and other staff and volunteers to provide centre-based services if required (e.g. dealing with enquiries, assisting with Centre events and activities).
- To assist with support groups and training events where necessary.
- To be committed to working as part of our integrated staff team.
- A commitment to personal and professional development is also expected
- Occasional weekend and evening work may be required.

## **Key Outcomes:**

- Relationships are based on respect and an understanding that the carer or supported person is the expert in their own needs and goals
- Carers and supported people agree that their plans reflect the outcomes which they wish to work towards
- Plans are developed which are creative, cost effective and affordable
- People are supported to ensure that their plan is implemented, e.g. support in dealing with employees or any other agency involved with their plan
- Plans are reviewed on a regular basis and where any significant changes are required

The job description is a broad picture of the post at the time of preparation. It should not be seen as an exhaustive list of all possible duties as it is recognised that jobs change over time. Should the duties change radically then the post and grading will be reviewed.

*The nature of this role means that the staff member will be in a position of trust with protected adults and children. This is classed as regulated work, and the applicant will therefore be required to register with the PVG Scheme in Scotland if they have not already done so, or to apply for a Scheme Record Update. This requirement is in line with the Protection of Vulnerable Groups (Scotland) Act 2007 and also with the Centre's own Disclosure Policy that can be accessed in the Staff and Volunteers Handbook.*

## SDS ADVISOR PERSON SPECIFICATION

ATTRIBUTE	ESSENTIAL	DESIRABLE
Education	A good standard of education.	Degree level qualification in a relevant field e.g. CLD, social work
Knowledge	<p>A good knowledge of community care and health issues</p> <p>Knowledge of the issues facing carers and disabled people</p> <p>A sound knowledge of how the voluntary, statutory and private sectors work</p> <p>A good understanding of co-production</p> <p>Working knowledge of child and adult protection procedures</p> <p>A good understanding of equality and diversity issues and a commitment to supporting people from marginalised groups</p>	<p>Knowledge of Independent Living including Self-directed Support</p> <p>Awareness of current legislation e.g. Carers Act, Self-directed Support Act (Scotland)</p> <p>Employment legislation</p>
Experience	<p>Experience of working with people in an outcomes focused way</p> <p>Proven ability in organising, prioritising and managing own work</p> <p>Proven ability to network with other agencies and professionals</p>	Experience of Self-directed support
Skills/Abilities	<p>Very good listening skills and proven ability in offering face to face and remote support to people</p> <p>Proven record of involving people in service development</p>	Presentation skills
Personal attributes	<p>Resourceful and creative approach</p> <p>Ability to work in a team as well as own initiative</p> <p>Excellent interpersonal skills</p> <p>Ability to work within tight timescales and deadlines</p> <p>Work flexible hours where necessary including evenings and weekends</p>	