

Job Description

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| Job Title: | Independent Living Advisor |
| Responsible to: | Adult Services Manager |
| Salary: | £23 000 - £26 000 |
| Pension: | Employer contribution |
| Hours: | 35 hours per week |
| Based: | The DAAC, 4 Waldegrave Road Teddington TW11 8HT |

Introduction

We are a user-led organisation that works with our clients to ensure that they remain living independently in their community and have choice and control over the support that they require. This role will enable people to have genuine choice and control over the way in which they lead their lives. The post-holder will be working alongside people with learning disabilities, older people, people with mental health needs, carers and individuals with physical disabilities to enable them to have more choice and control over their care and support needs.

Purpose of Post

1. To work with individuals, their family and friends (where appropriate) to provide them with information, advice and assistance to enable them to access and manage a Direct Payment and recruit and manage a Personal Assistant (PA).

Key Duties

Support to individuals employing their own Personal (care) Assistant (PA)

1. Provide information and advice on becoming an employer and the role of the Personal Assistant.
2. Ensure that the client understands their legal obligations and responsibilities of being an employer.
3. Work with clients to:
 - set up a profile on the Ruils Find-a-pa website.
 - advertise and recruit a Personal Assistant.
 - create a personalized job description and specification.
 - identify the level of experience and training requirements needed for the role.
4. Advise and help to calculate the PA's salary and on costs (full training provided).
5. Support the client through the interview process and where necessary sit in during interviews.
6. Support individuals to reference, check legal status and where necessary DBS their support worker.
7. Support individuals to set up an induction plan for their PA and enable them to identify training needs.
8. Support the client to complete payroll and insurance documentation and register for a managed account where appropriate.
9. Work with the client to draw up a Statement of Particular (contract) for the employed PA (templates provided).

10. Encourage DP employers to take a lead in all employment issues. Information on where to seek advice e.g. ACAS, Fish and Premier Care helpline will be given and clients will be encouraged to use them.
11. Ensure that the individual has a back-up plan for emergencies.
12. Encourage DP employers to be assertive and proactive with their Personal Assistants.

Ongoing support to individuals in receipt of Direct Payments

1. Providing advice on employment issues e.g. around holiday pay, payroll, maternity and sick leave.
2. Support individuals to solve practical problems e.g. lateness of staff, change of needs.
3. Support individuals to recruit again if necessary.
4. Assist individuals to re-look at budgets, training and job descriptions as they change over time.
5. Assist individuals to ensure that they continue to manage their Direct Payment.
6. Support individuals to make informed choices.
7. Support the set up and facilitation of the DP Peer support group.

General

The post-holder is expected to work in line with the Ruils' policies and procedures including health and safety, confidentiality, safeguarding adults and children, and equal opportunities and diversity. In carrying out their duties the post-holder should endeavour to maximise the opportunity for disabled and older people to be independent and to create opportunities that enable them to reach their full potential.

It is necessary for all employees to be flexible, and all employees may be required from time to time to perform other duties that may be required by the employer to provide effective services to individuals and to ensure the efficient running of the organisation. Evening and occasional weekend work will be required for which Time Off in Lieu will be given in accordance with Ruils' current policies.

The post-holder will:

- Positively promote the work of Ruils including preparing publicity and promotional material;
- Be self-servicing and will maintain efficient files and records and record on the Ruils database;
- Attend monthly staff meetings;
- Attend personal supervision and appraisal meetings;
- Attend and contribute to Planning Days and Events as and when required;
- Undertake any training necessary to improve performance;
- Comply with all relevant legislation.

Special requirements:

Ability to travel within the London borough of Richmond and Wandsworth
Some attendance at meetings and events outside of normal office hours will be required.

Person Specification – Independent Living Advisor

| Tested through Application Form | Tested at Interview |
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| Education, Vocational Training & Qualifications | |
| 1. Good standard of education | |
| Experience | |
| 2. Experience of recruiting volunteers or staff. 3. Working with clients with support needs 4. Experience of using a person-centred approach. | <ul style="list-style-type: none"> • Supporting individuals to recruit and manage employees. |
| Knowledge and skills | |
| 5. Ability to think creatively and to come up with solutions. 6. Ability to gather and assess information efficiently. 7. Numerate and knowledge of budgeting. 8. Ability to use Word and Excel packages to a high standard. 9. Ability to work under pressure, in stressful situations and to tight deadlines. 10. Flexible and able to work on own initiative and with minimum day to day supervision. | <ul style="list-style-type: none"> • Communication skills including interpersonal, written, presentational and spoken. • Knowledge of employment law • Understanding of social care and Direct Payments legislation • Ability to guide and persuade in a sensitive way • Ability to assess and match skills and personalities to individual needs and preferences |