

Ruils



Job Description

Job Title:	Independent Living Advisor
Responsible to:	Direct Payments Manager
Salary:	£24K - £30K
Pension:	Employer contribution
Hours:	35 hours per week
Based:	The DAAC, 4 Waldegrave Road Teddington TW11 8HT

Introduction

Ruils is a charity that supports disabled adults, people with long term health and mental health conditions to live independently, be part of their community and to live life to the full. We provide information, advice, practical support, befriending and accessible activities to our clients and their families. We enable individuals to have choice and control over the way in which they get their support.

We run the Direct Payment support service in Richmond and Wandsworth Boroughs. This enables people to employ their own care staff. This role will enable people to have genuine choice and control over the way in which their support is organised. 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.

Purpose of Post

To work with clients, 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). We support clients and their families to understand their responsibilities, working at their pace and providing resources in an appropriately accessible way. Our aim is to achieve the best support outcomes for clients within their budget, thinking creatively and utilising the wide knowledge and skills of the Ruils team.

Key Duties

Support to clients 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, providing factsheets and training resources to ensure a positive employment relationship.
3. Support clients to select and recruit a Personal Assistant, working through the various steps and gradually empowering clients to take ownership of the process. This may involve supporting the client to
 - Set up a profile on the Ruils Find-a-pa website.
 - Design an advertisement and provide guidance on publication

- Create a personalised 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 clients to reference, check legal status and where necessary DBS their support worker.
 7. Support clients to set up an induction plan for their PA and enable them to identify training needs.
 8. Support clients 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. Empower DP employers to gradually take a lead in employment issues through regular communication of changes to the law and provision of training and resources.
 11. Ensure that clients have a back-up plan for emergencies.
 12. Support DP employers to develop and maintain professional relationships with their Personal Assistants.
 13. The role will be mainly working with clients living in the Richmond Borough, but you may be needed to cover Wandsworth clients from time to time.

Ongoing support to clients in receipt of Direct Payments

1. Provide advice on employment issues e.g. around holiday pay, payroll, maternity and sick leave.
2. Support clients to solve practical problems e.g. lateness of staff, change of needs.
3. Support clients to re-recruit if necessary.
4. Assist clients to re-look at budgets, training and job descriptions as they change over time.
5. Assist clients to ensure that they continue to manage their Direct Payment.
6. Support clients to make informed choices.
7. Support the set up and facilitation of the DP Peer support group.
8. Support clients to access assistive technology and other community resources as part of their budget if appropriate and refer as relevant.

Ruils Culture

At the heart of Ruils is good people. We believe in mutual respect where we value everyone's strengths and celebrate our differences and imperfections. We all support a collaborative 'us' mentality where we share our knowledge for the benefit of our colleagues and clients.

Our culture is underpinned by clear, honest and transparent communication at all levels. We are all committed to creating an organisation that supports our personal and professional lives, but can still be a fun and sociable place to work.

We all passionately believe in the same vision for Ruils and our clients - supporting people to become valued, effective and independent members of society. We will achieve this through open collaboration as a team and an empathetic approach to our clients.

For us all to grow and flourish we are committed to creating a supportive, caring and kind environment for every member of our team. We will do this by trusting our colleagues and acting with the utmost integrity and accountability with everyone we come in to contact with. We are all committed to the success and growth of Ruils and appreciate this will be achieved through being flexible and accessible in our approach to work and by supporting each other to reach our full potential.

Finally, we know that it is the people at Ruils that make the difference. We will encourage and welcome like-minded people to the team who share, and are committed to our values.

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 clients and to ensure the efficient running of the organisation.

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 clients 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 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
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 clients 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