



## **JOB DESCRIPTION**

**JOB TITLE:** Independent Living Team Advisor  
**DATE REVIEWED:** November 2018  
**RESPONSIBLE TO:** Independent Living Team Coordinator  
**LOCATION:** Crewe Office

**Primary Purpose:** The job holder will provide information, advice and technical assistance to individuals wishing to receive a personalised budget; develop support plans; support service users to make choices about the support they require within their budget and if required arrange the care on their behalf.

### **Main Duties**

1. To be responsible for providing detailed advice and assistance to individuals wishing to receive a personalised budget; whether paid to them as a Direct Payment or funded personally by themselves.
2. To support individuals in developing a person-centred support plan.
3. To support individuals to make choices about the support they require within the budget available to them
4. To facilitate setting up the chosen care as required
5. To help individuals set up systems to manage their direct payments, personal budgets or care package including financial procedures and contingency arrangements
6. To assist the Independent Living Team Coordinator in advising service users of their rights and responsibilities
7. To work in partnership with colleagues from partner agencies, other organisations, families and carers where appropriate.
8. Respond to enquiries from individuals, their family and carers, social workers, other professionals and agencies.
9. Maintain accurate up-to-date records and report regularly to the Independent Living Team Coordinator according to agreed standards. To produce reports as and when requested.
10. To assist the Independent Living Team Coordinator in promoting/marketing the scheme.

11. To proactively stimulate the market by awareness raising and working with providers to develop support services in areas where services may be limited.
12. To assist in the co-ordination and attendance of peer support events.
13. To assist the Independent Living Team Coordinator in regard to determining future development of the scheme.
14. To assist the Independent Living Team Coordinator to support and train new staff members and social work students.
15. To take lead responsibility for specific areas of work as delegated by the Independent Living Team Coordinator.
16. To keep informed of developments locally, regionally and nationally, which may affect the work of the projects and to participate in relevant meetings.
17. Work according to the standards required by the contract and the procedures of Age UK Cheshire especially in relation to the confidentiality policy and equal opportunities policy
18. To promote the services of Age UK Cheshire and to assist in any fundraising activities organised by Age UK Cheshire
19. To be an active part of the team and to assist in the smooth running of the office when other members of staff are unavailable or on holiday and to undertake clerical and administrative duties required to service the post as required.
20. To undertake any other reasonable duties as requested by the Chief Executive

## INDEPENDENT LIVING TEAM ADVISOR PERSON SPECIFICATION

Requirement	Essential	Desirable
Education, training and qualifications		
Skills and knowledge	<p>Excellent interpersonal skills, with an ability to develop team</p> <p>Working</p> <p>Ability to control and monitor financial and other records</p> <p>Ability to plan and prioritize a work programme</p> <p>Good verbal and written communication and negotiation skills</p> <p>Good I.T. skills, including use of internet, email, Microsoft office packages and databases</p> <p>Excellent organisational skills and ability to work on own initiative and under pressure</p>	<p>Knowledge and understanding of current care legislation as it impacts on older people</p> <p>Knowledge of the structure and organisation of local and health authorities</p>
Experience	<p>Experience of working within social care services, preferably with older people</p> <p>Experience of providing direct support to people</p> <p>Experience of networking with partner agencies and internal departments</p>	<p>Experience of working with volunteers and of working within the voluntary sector</p>
Personal attributes	<p>Understanding of the challenges facing older people who wish to remain independent and living in their own home</p> <p>A commitment to empowering older people to have choice and control over their own lives</p> <p>Commitment to equal opportunities and confidentiality</p>	
Other special requirements	<p>Have the ability to travel freely across Cheshire on home visits - use of a motor vehicle for work related use would be a distinct advantage</p>	

## **AGE UK CHESHIRE INDEPENDENT LIVING TEAM ADVISOR**

### **BACKGROUND**

The Independent Living Service is provided for people aged 65 and over in Cheshire. The role of Independent Living Advisor will be part of a team responsible for delivering this service across Cheshire. The job holder will provide information, advice and technical assistance to individuals wishing to receive a personalised budget; develop support plans; support service users to make choices about the support they require within their budget and if required arrange the care on their behalf.

We are currently looking to recruit for a permanent role to join our team and work alongside a job share partner, based at offices in Crewe. Visits will predominantly cover the Cheshire East area with other visits within Cheshire boundaries as required.

**Hours:** 21.75 hours per week (normally worked over 3 days per week, Monday, Tuesday and Wednesday). Some flexibility is available in establishing work patterns at recruitment stage and this will be discussed at interview. Very occasional evening or weekend work to support organisational promotional events or service delivery will be required.

**Salary:** £10,495 per year

**Office Location:** The team is based at the Crewe Office

**Travel:** The nature of the job will require travel across Cheshire and candidates must be able to meet this requirement. Travelling expenses will be paid for travel incurred in the course of duty (mileage is paid at Inland Revenue dispensation rate – currently 45p per mile).

**Holiday Entitlement:** Five weeks leave p.a. (excluding Bank Holidays) rising after 5 years continuous service by one day per year (pro rata) to a maximum of 6 weeks leave after 10 years.

**Contract:** All new staff are subject to a six-month probationary period. Four weeks' notice is required to terminate employment by either side i.e. the employee or Age UK Cheshire. During the probationary period, one week's notice is required by either side.

**Funding:** This service maybe subject to a tendering process in March 2019 and if Age UK Cheshire cease being the provider then the role may transfer under TUPE to the new provider.

**Pension:** Age UK Cheshire has an automatic enrolment workplace pension scheme in place for eligible employees.

**Criminal Disclosure:** The post holder will be subject to police checking by the Disclosure and Barring Service (was CRB) Enhanced Disclosure.

Age UK Cheshire is a Mindful Employer and positive actions will be taken to ensure that people will not be excluded from working for Age UK Cheshire because of their age, race, ethnicity, faith, marital status, sexual orientation, gender, physical or mental health.

**Closing Date for Applications:** No later than 5pm on Thursday 3<sup>rd</sup> January 2019  
**Interview Date:** Thursday 10<sup>th</sup> January 2019

Registered Charity No. 1091608