



South Yorkshire Centre for Inclusive Living

Job description – Choosing Independence Outreach Worker

Hours:	28 per week
Salary:	£ 20,511per annum pro rata (£15,521 actual)
Pension:	5% of annual salary
Term:	This post has funding for three years
Place of Work:	This post covers Rotherham and Doncaster, so you will be based at SYCIL's premises in Kirk Sandal, Doncaster and Rotherham Central Library
Responsible to:	The Choosing Independence Project Co-ordinator

Description of Post:

You will be involved in working alongside project volunteers to engage inform, advise and assist Disabled people to take up Individual Budgets under the Government's Personalisation agenda. This will involve talking to individuals and groups of Disabled people, their families and carers and developing a case load of Service Users to provide one to one assistance.

We are looking for a dedicated team worker with a passion for the rights of Disabled people and the ability to use IT, the Internet and Email as part of his/her daily work activities.

Specifically your role will consist of:

- Working with individual Disabled people to ensure that they get the best outcomes when approaching the project for assistance.
- Working with colleagues to ensure that the work of the project is widely publicised throughout Doncaster and Rotherham
- Working with individual or groups of Disabled people to inform them about Personalisation and Self Directed Care, and to assist them to take up Individual Budgets. This will include making initial approaches to Local Authorities and completing Self Assessment forms
- Working long term with Service Users to ensure that they are confident in managing Self Directed Care packages
- Completing monthly project reports and reporting activities to the Project Co-ordinator
- Ensuring that weekly time sheets and diary records are kept, and that service user records are adequately maintained and stored
- Liaising with other SYCIL staff members and outside agencies to provide referral and signposting for Service Users where appropriate.
- Any other duties as commensurate with this post, after agreement between the line manager and post holder.

NB Choosing Independence also employs a Training and Volunteer Co-ordinator. You will be required to work closely with this post-holder and with the project volunteers to ensure that the project delivers its outcomes.

You will need:

Essential Criteria:

- Experience of working with Disabled people in an enabling role
- Demonstrable understanding of Disability and Disabled people's rights to choice and independence
- The ability to take direction from Disabled people
- Understanding of adult safeguarding issues
- Experience of attending and contributing positively to staff and team meetings and wider events as appropriate
- The ability to travel independently between Doncaster and Rotherham due to the nature of the areas covered by this post
- Experience of working alongside unpaid voluntary team members
- Good time management and the ability to prioritise workloads

Desirable Criteria:

- Experience of project development and fundraising
- Knowledge of the South Yorkshire area
- Experience of working within a small but busy team environment
- Willingness to undertake further personal development activities and/or training as necessary

This post is initially offered on a three year fixed term contract, but it is SYCIL's intention to seek continuation funding to continue Choosing Independence beyond the current funding period.

