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**Lothian Centre for Inclusive Living**

**Job Description**

**Post title:** Independent Living Officer - 6 months fixed term

(may be extended dependent on funding)

**Post salary:** £24,500 per annum

**Work location**: Hybrid working from home and office in Edinburgh available

**Responsible to:** Independent Living Coordinator

**Post objective:**  To support disabled people and their families who are considering, or are in receipt of, Self-directed Support to understand and implement flexible and creative independent living opportunities.

**Purpose of post**

The Independent Living Officer (ILO) will work within a small team whose joint approach is to provide an inclusive service to Service Users in all aspects of Independent Living. The Team, consisting of Independent Living Coordinator and Independent Living Officers, supports people to set up and sustain independent living options. This could involve a substantial element of outreach work in people’s homes or other community locations across Edinburgh and the Lothians..

A certain amount of flexibility will be expected and at times it may be necessary for the postholder to be directly involved in supporting aspects of other team members’ work.

**Main Tasks and Duties**

**Service user support**

Service users are generally in receipt of funding from their local authority and/or Independent Living Fund Scotland and the ILO will assist them in sourcing and sustaining appropriate care and support.

1. **Self-directed Support (SDS) Options**

* Provide information on SDS options, and choices within those options, to enable people to make informed decisions about living independently.
* Work with individuals who choose to employ their own Personal Assistants and inform them of their roles and responsibilities as an employer.
* Support individuals in all aspects of recruitment, selection and good employment practice of Personal Assistants.
* Provide ongoing support, as and when required, with employer responsibilities and with agency provision of support.
* Ensure that all information is made available in accessible formats according to individual requirements.
* Work with service users to assist them to self advocate, if desired, in areas of negotiation such as chosen personal outcomes, level of funding etc.
* Liaise with appropriate statutory agencies with, and on behalf of service users, to ensure that they are able to develop and implement their personal support plan.

2 **Pre-assessment support**

Provide information and support to service users in advance of, and throughout the assessment process, to identify their requirements and hopes for independent living.

3 **Support planning**

Support individuals to budget their support plan.

Provide service users with impartial information and advice regarding the options available to them within Self-directed Support to enable them to make informed decisions.

4 **Payroll**

Where service users chose to take up LCIL’s payroll service, provide information and guidance regarding how our service operates.

Perform sign-up to LCiL’s payroll service as appropriate.

5 **Peer support and Learning**

Liaise with LCiL’s SDS team to ensure service users are aware of groups, events and workshops available to them. Work with the SDS team around PA Employer specific events/groups.

6 **Administration**

Maintain accurate and up to date service user records using web-based software.

Undertake recording of information in accordance with LCiL policies and procedures and ensure people have access to their own confidential file.

Assist the Independent Living Coordinator in collating statistics and preparing reports.

7 **Other**

Working with other teams within LCiL as appropriate.

Any other reasonable tasks which are appropriate to the smooth running of LCiL and which are within the post holder’s knowledge and capabilities.

**Contacts**

* Disabled people, people with long term conditions and older people
* Unpaid carers and family members
* Disability organisations across the Lothians and Edinburgh
* Statutory Social Work and other practitioners
* Local and national voluntary and charitable bodies
* Private Sector organisations

**Supervision received**

The post holder will receive regular individual supervision from the Independent Living Coordinator in accordance with the terms and conditions of service. The postholder will be expected to attend staff meetings, team meetings, training courses, LCiL events and other meetings deemed appropriate to the functioning of the work.

**Complexity and creativity**

The Lothian Centre for Inclusive Living is an innovative and demanding initiative which will have a significant impact on the lives of disabled people, their families and the statutory authorities in the Lothians.

The provision of support which enables disabled people to increase their level of self-control in all aspects of their lives is highly complex. It requires sensitivity, an extensive knowledge of services which are available to disabled people and a wide knowledge of the concerns of disabled people.

The postholder will maintain an up-to-date knowledge of all relevant legislation.

They require the ability to communicate effectively with a wide range of people.

They are required to take the initiative on a wide range of tasks and work as part of a team to ensure LCiL maintains an inclusive approach.

The post holder must be able to work under pressure within a challenging and sometimes uncertain social, political and financial climate.

**It is essential that the post holder is able to work within an organisation which is led and managed by disabled people.**

May 2022

**Person Specification: Independent Living Officer**

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| **Person Specification** | **Essential** | **Desirable** |
| **Experience and Qualifications** |  |  |
| Educated to secondary school level (or equivalent experience) | **\*** |  |
| Specialist knowledge of specific issues eg: self-directed support, employer responsibilities etc, as they relate to disabled people. |  | **\*** |
| Recent experience of delivering support and owning their own case load. | **\*** |  |
| Ability to empathise with service users who have complex needs | **\*** |  |
| Good critical thinking and research skills | **\*** |  |
| Understanding of Data Protection and GDPR | **\*** |  |
| Proficient in Microsoft applications and willingness to utilise digital systems to continuously improve practice | **\*** |  |
| Ability to build and manage relationships | **\*** |  |
| Ability to work in isolation, self-motivate, prioritise workload and take initiative | **\*** |  |
| High levels of accuracy | **\*** |  |
| Active listening, excellent interpersonal and communication skills, including written communications and clear, accurate case recording ability | **\*** |  |
| Ability to work effectively as part of a team | **\*** |  |
| Commitment to equal opportunities and anti-discriminatory practice | **\*** |  |
| Understanding of social model of disability and Independent Living Movement |  | **\*** |
| Demonstrable commitment to LCiL’s ethos and values |  | **\*** |
| Personal lived experience |  | **\*** |
| Previous experience in the voluntary sector |  | **\*** |

As a disabled peoples’ organisation, we are committed to inclusion and diversity. The different skills and experiences that our colleagues from different backgrounds bring to us allow us to make better decisions, consider different views and be an altogether more interesting and cohesive place to work. We welcome applications from everyone who meets the job specification and shares our values. All our staff are expected to share these commitments and abide by our policies.

We are also a disability confident employer and as such, if you require any support during any part of the recruitment process, please contact HR@lothiancil.org.uk

Closing date: 19th August 2022 at 12 noon

Please note that CV’s will not be accepted.

Interview date: TBC

Interviews will take place via Zoom (video conferencing software)