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| JOB IDENTIFICATION |
| **Job Title:**  | Self-Directed Support Advisor |
| **Base:**  | East Renfrewshire Carers Centre, Sandler Cottage, Eastwood Park, Rouken Glen Rd, G46 7JS |
| **Responsible to:** | Manager |
| **Salary Scale:** | £25, 580 | Pensionable | Yes- Nest |
| **Hours:** | 35 hours/week | Holidays | 25 plus 12 public holidays |
| **Funding**  | 3-year fixed term contract subject to funding |
| **How do I apply?** | Email enquiries@eastrenfrewshirecarers.co.uk for an application |
| JOB PURPOSE |
| Self Directed Support is for everyone in Scotland who needs social care services or support. This is an exciting new role to support unpaid carers to help them understand Self Directed Support (SDS). You will ensure Carers in East Renfrewshire have the choice, control and flexibility to enable them to understand SDS and make informed choices. You will provide advice, guidance, support, and information to help Carers understand their rights with SDS.As this is a new role within the Centre, there may be opportunities to research, develop and implement new initiatives for Carers regarding SDS. |

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| MAIN DUTIES & RESPONSIBILITIES |
| * To support carers and increase their knowledge to help them understand the options available to them regarding SDS.
* Championing SDS within East Renfrewshire for unpaid carers.
* Ensuring Carers are supported, knowledgeable and confident prior to their SDS Assessment.
* Providing access to a wide range of information around SDS and helping carers to understand their rights with SDS and the legislation.
* Maintaining communication with Carers by directing them and following up on any enquiries in a timely manner.
* Work with other relevant organisations and services to provide support and refer where necessary.
* Ensuring staff within the Carers Centre understand SDS and are updated with any new information regarding SDS.
* Work closely with the adult support team within the Centre.
* Continue to work closely with East Renfrewshire Health and Social Care Partnership.
* Implement and develop an SDS Carers group to gain peer support and help further understanding of SDS.

This job description is indicative of the nature and level of responsibilities associated with this job. It is not exhaustive, and the job holder will be required to undertake other duties and responsibilities commensurate with the grade.  |

**Person Specification**

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|  | **Essential (Ö)** | **Desirable (Ö)** |
| Understanding of and commitment to the needs of Carers | **Ö** |  |
| Experience of building relationships with stakeholders | **Ö** |  |
| Knowledge and experience of SDS | **Ö** |  |
| Experience of monitoring/evaluation and report writing | **Ö** |  |
| Excellent communication and presentation skills – including delivery of training and coaching | **Ö** |  |
| Ability to work under pressure and prioritise workloads | **Ö** |  |
| Good organisational, administrative and IT skills | **Ö** |  |
| Knowledge and understanding of Carers and their issues | **Ö** |  |
| Ability work on own initiative and as part of a team | **Ö** |  |
| Ability to lead and or support groups effectively | **Ö** |  |
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| Driving licence and use of vehicle (a degree of travel within the East Renfrewshire area will be required) |  | **Ö** |

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