

Disabled Persons Housing & Self-Directed Support Service Fife

Job Description

Post title:	Self-Directed Support (SDS) Development Officer x 2
Hours:	One post 28hrs pw and one post 21hrs pw
Salary:	£27,591 per annum pro rata
Responsible to:	Service Manager
Location:	Hybrid working between our Glenrothes office and home with client meetings which can be anywhere in Fife.

Purpose of the Posts:

The purpose of the posts of Self-Directed Support Development Officer (SDSDO) is to ensure that eligible individuals in receipt of direct payments are aware of all the options the legislation gives them.

If they are interested in employing their own staff (Personal Assistants) that they are assisted with the knowledge, skills and confidence to do so.

Main Tasks and Duties:

SDS General Awareness

- Raise awareness of SDS throughout the Kingdom and support individuals who wish to explore further the options and choices potentially available to them, especially about Option 1.
- Support individuals to enable them to make informed decisions about living independently.
- Ensure that all information is made available in accessible formats. According to individual requirements.

Assessment Support:

- Work with individuals to support them in identifying their requirements and aspirations for day-to-day living.

- Liaise with Social Workers either pre or post formal assessment by social work.
- Support individuals through the assessment process as and when required.

Recruitment:

- Refer individuals to our Human Resources Officer (HRO) in order that they can assist with drawing up of job descriptions, advertisements, contracts of employment etc.
- Assist with information about Employers Liability Insurance, payroll, training etc in conjunction with HRO.

On-going Support:

- Keep in regular contact with service users on caseload, in order to check that everything is progressing well and without issue.
- Foster the sense that we can be contacted about anything to do with their ongoing support – with no issue being too small.

Administration:

- Ensure accurate and up to date service user records using our web-based software and in accordance with our policies and procedures.
- Assist the Service Manager in collating statistics and writing reports as required.

Other:

- Attend staff and other meetings, including training and events as required.
- Work with colleagues to ensure efficiency of our organisation at all times.
- Keep up to date your knowledge of all and any relevant legislation.
- Other tasks that maybe necessary to ensure the efficient and effective delivery of the service.

Contacts made during work:

- Disabled people, people with long terms health conditions, older people and children and their carers
- Unpaid carers and family members
- Other organisations delivering SDS
- Disability organisations in the Kingdom

- Health and Social Care Partnership staff
- Self-Directed Support Scotland
- Local and national voluntary organisations
- Private sector organisations

Please note that this job description doesn't represent an exhaustive list of tasks nor duties.

Person Specification:

Essential:

- Educated to higher education level (or equivalent experience)
- Experience of delivering support to individuals
- Ability to empathise with service users
- Good critical thinking and research skills
- Working understanding of Data Protection and GDPR
- Proficient in Microsoft applications and willingness to utilise online systems for meetings, training etc
- Ability to build and manage relationships with others
- Experience of working in isolation, to self-motivate, prioritise own workload and take initiative as required
- Experience of working as part of a team
- High levels of accuracy in all forms of communication
- Excellent communication and interpersonal skills
- Clear, concise and accurate case recording ability
- Passion to help disabled people live their best lives
- Ability to work under pressure within sometimes challenging social, political and financial circumstances

Desirable:

- Knowledge of Self-directed support
- Experience of managing a caseload
- Understanding of and commitment to the social model of disability
- Lived experience of disability
- Previous experience in the voluntary sector