



**DISABILITY
ACTION
HARINGEY**

CHARITY REG. NUMBER 1191762



Phone

020 3355 0071



Email

info@d-a-h.org



Address

Winkfield Resource Centre
33 Winkfield Road
Wood Green, N22 5RP

Job Description

Job Title:	Direct Payments & Independent Living Advisor
Responsible to:	Chief Executive
Pension:	4% contribution
Hours:	35 hours per week
Duration:	Fixed-term contract - until 31 st August 2024 with the possibility of an extension
Based:	We are looking for the post-holder to be based at Disability Action Haringey's (DAH) offices in Haringey. Services may be delivered at different locations so some travel can be expected.
DBS check required:	Enhanced level of disclosure.

Introduction

Disability Action Haringey (DAH) is a Deaf and Disabled Peoples Organisation that provides disabled people with life opportunities of their choice. This post will be offered on an initial fixed-term contract till 31st August 2024 the successful candidate will be a person who defines themselves as having lived experience of disability.

As a user-led, pan-disability Deaf and Disabled Peoples Organisation delivering services, the Trustees are passionate in ensuring Haringey becomes a more inclusive borough where disabled people are seen for their valuable contribution to society and where disabled people have the same lifetime opportunities as non-disabled people.

The post-holder will be providing peer support to disabled people with a range of disabilities to enable them in using a direct payment, and access to the personal assistant platform, to have greater choice and control over their care and support needs. They will also work with the wider Haringey community to raise awareness of the employment opportunity as a Personal Care Assistant (PA) thereby creating a vibrant PA market within Haringey.





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Purpose of Post

1. To provide peer support and raise awareness to individuals, their family and friends (where appropriate) to provide information, advice and assistance to enable them to access and manage direct payments. To provide guidance to DAH members and the wider client group.
2. Promote and raise awareness of the personal care assistant role and showcase employment opportunities to the residents of Haringey.
3. Provide training sessions to raise awareness of the PA register to direct payment holders, stakeholders, voluntary organisations and Haringey residents interested in the role of a PA.
4. The post-holder will seek to raise awareness and increase the membership of DAH at all events they attend.

Key Duties

Support individuals who are considering using a direct payment for the first time.

1. Promote independent living by providing information and advice on becoming a direct payment holder to enable better choice, control and independence in their life.
2. Support individuals to make informed choices about how direct payments can be used.
3. Provide training and support to understand their legal obligations and responsibilities of being an employer.
4. Develop links and professional relationships with social work teams and other stakeholders.
5. Facilitate monthly peer support and drop-in sessions for individuals interested in using a direct payment for the first time and for those already using a direct payment.
6. Recruit and support volunteers to deliver peer support sessions.





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Providing support to individuals who are considering becoming a Personal Assistant for the first time as well as experienced Personal Assistants

1. Provide information and advice on becoming a PA.
2. Ensure individuals understand the obligations and responsibilities of being a PA.
3. Facilitate monthly support sessions for individuals interested in becoming a PA.
4. Support individuals to make informed choices around employment they are seeking.

Ongoing support to individuals in receipt of direct payments

1. Providing advice on employment issues.
2. Assist individuals to ensure they continue to manage or challenge changes to their direct payment or budget.
3. Support individuals to make informed choices.

Community Engagement

1. Lead on engaging with stakeholders and the wider members of the community to create a culture of embedding the Social Model of Disability in everyday life, thereby removing barriers faced by disabled people.
2. Engage with local groups, including faith groups and hard to reach disabled people to raise awareness and increase the membership of Disability Action Haringey.
3. Provide Integrated Advice and Guidance services.





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General

1. Produce clear and comprehensive monitoring reports monthly.
2. Responsibility will also be held for DAH's Direct Payments and Personal Assistant marketing and communications, including creating social media campaigns, branding, marketing and promotion of activities.

It is necessary for all employees to be flexible and all employees may be required from time to time to perform other duties that may be required by the employer to provide effective services to individuals and to ensure the efficient running of the organisation. Evening and occasional weekend work may be required for which Time Off in Lieu will be given in accordance with DAH current policies.

How to apply

Stage 1

Applicants must send both a covering letter and CV. Your covering letter should give clear evidence, with examples. If applicants only send a CV, their application will be rejected. Please send both your covering letter and CV to recruitment@d-a-h.org

Only shortlisted candidates will be contacted and, unfortunately, we are unable to provide feedback to candidates who have not been shortlisted.

The successful candidate/s will be offered the position of Direct Payment and Independent Living Adviser, subject to an enhanced DBS check and satisfactory references.

Disability Action Haringey is committed to encouraging inclusion, equality and diversity among our workforce and eliminating unlawful discrimination, harassment and victimisation by complying with the Equality Act 2010. We welcome applications from the Black, Asian, and Minority Ethnic Communities, Deaf people and people from the LGBTQ+ community.

We want a working environment where individual differences and the contributions of all staff are recognised and valued. To do this, we will proactively tackle discrimination and disadvantage and ensure that no individual or group is directly or indirectly discriminated against for any reason. We expect all Disability Action Haringey employees to champion and live our values through their work at every opportunity.

