

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 March 2026 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.
Salary:	£28,000 - £32,000 per annum (dependent on experience)

Introduction:

DAH was formed in 2020 with the aim of supporting disabled people in the London Borough of Haringey maintain their independence and freedom. We are committed to the social model of disability and building a society that accepts and accommodates everyone.

As a Deaf and Disabled Persons' Organisation, our services will always be centred on the demands of the service users themselves, which leads us to take a holistic approach to support we provide.

We actively encourage applications from candidates of all backgrounds, particularly D/deaf and Disabled people, and those with long-term health conditions, aligning with our commitment as a Disability Confident employer.

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 provide support to individuals with assessed care needs and 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.

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.

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.

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.

Person Specification – Independent Living Advisor

Essential	Desirable
Education, Vocational Training & Qualifications	
Good standard of education -minimum GCSE Maths and English at grade C OR ABOVE or equivalent	A Levels Educated to degree level
Experience	

<p>Define yourself as a person with lived experience of disability</p> <p>Good understanding of the Social Model of Disability</p> <p>Previously delivered peer support training and community engagement</p> <p>Knowledge of direct payments and social care pathways</p> <p>Working with individuals with support needs</p> <p>Experience of using a person-centred approach.</p> <p>Proven experience of community engagement</p>	<p>Experience of recruiting volunteers.</p>
<p>Knowledge and skills</p>	
<p>Ability to think creatively and to come up with solutions.</p> <p>Communication skills, including interpersonal, written, presentational and spoken.</p> <p>Understanding of social care and Direct Payments legislation</p>	<p>Numerate and knowledge of budgeting.</p> <p>Knowledge of employment law</p> <p>Ability to support people to make informed choices</p>

<p>Ability to gather and assess information efficiently.</p> <p>Ability to use Office 365</p> <p>Ability to work under pressure, in stressful situations and to tight deadlines.</p> <p>Flexible and able to work on own initiative and with minimum day to</p>	
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How to apply

Stage 1

Applicants must send both a covering letter and CV. Your covering letter should give clear evidence, with examples of how you meet the person specification. 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.

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.

Note: The successful candidate will undergo an enhanced disclosure check prior to employment confirmation. Job descriptions are subject to regular review and alteration as required to meet the needs of the organisation.