



## **Support Choices Community Worker Perth and Kinross**

**Part time – 20 to 40 hours per week  
Annual salary: £25,625 (pro rata £12,812.50)**

### **Background to Support Choices**

Support Choices began as a partnership between Outside the Box ([www.otbds.org](http://www.otbds.org)) and the Care and Wellbeing Co-operative in October 2018 and became a SCIO in December 2020. The need for this project was identified from Outside the Box Rural Wisdom work in Highland Perthshire and there will continue to be many links between Support Choices and Outside the Box.

Support Choices provides free independent information, support and advice to people who are looking for social care support for themselves or a family member or friend.

Support Choices complements other sources of information and advice for people in Perth and Kinross. People living in the most rural areas often find it difficult to use advice services based in Perth. This project is working alongside the other advice projects to increase the range of independent advice and information on aspects of social care. The Community Workers role includes developing good working relationships with a wide range of voluntary organisations, community groups and teams in statutory services.

The project also provides training and information to other organisations on Self-Directed Support and social care. We work to influence wider policies and practice - through sharing examples and learning from work with projects and local groups and by contributing to consultations and policy discussions.

Our work is aimed at:

- People who can benefit from the direct support we provide
- Community groups, especially groups led by disabled people and older people
- Policy makers
- Staff in Councils, NHS and similar bodies who set local policies and practice
- Staff in a range of settings who have contact with people who receive support
- Other voluntary organisations and innovation teams who are developing ideas and working to influence and improve policy and practice in Scotland or in other places.

At the current time we have 5 part-time permanent staff working for Support Choices – 1 Team Manager, 1 Office Manager and 3 Community Workers. We also have 3 sessional Community Workers and 1 sessional Admin and Marketing Assistant.

More information about the organisation is available from our website:  
[www.supportchoices.co.uk](http://www.supportchoices.co.uk).

### **About this post**

The main responsibility of the Community Worker's post is to provide independent support and advice about Self Directed Support to those who need it; to help people and carers make informed decisions and plans for their social care and to maximise their choice and control over those arrangements.

Further to these key elements, Community Workers will contribute to the ongoing development and implementation of projects within the organisation, as well as playing a proactive role in their own development.

This is a fixed hour post with flexible working hours, working **20 [or 40]** hours per week. Attendance at meetings outside of normal office hours will occasionally be required.

### **Key Tasks and Responsibilities**

The main tasks for the Community Workers are:

- Understanding Self-directed support (SDS) arrangements and the assessment arrangements in Perth and Kinross
- Raise awareness of the project and of the issues affecting people looking for social care and support and contribute to the wider shared learning.
- Working one to one with people to provide independent advice around SDS and social care
- Making sure people know about this individual support from the project and how to access it and use it when they need to.
- Having 'good conversations' about what people want in their lives, and helping to identify and achieve their outcomes
- Assisting people to make choices and how those choices are carried out and arranged
- Supporting people through the assessment and review processes
- Build good relationships with social workers, commissioning and social care and health staff
- Build good relationships within the community
- Be able to signpost to other organisations and relevant community supports
- Attending and contributing to local events and groups as Support Choices representatives
- Attending and contributing to local and national events and meetings to stay informed and help influence policy and change
- Work with clients to recruit and advertise for Personal Assistants
- Sharing issues around barriers relating to SDS and take part in discussions to promote choice and control in our local area.
- Work with the team and trustees on funding applications
- Work with the team to ensure progress reports to funders are completed in good time
- Producing regular updates on what we do and the impact it is having, which can be shared through social media, newsletters, professional and community networks

<b>Experience or quality</b>	<b>Essential</b>	<b>Desirable</b>
Understanding the values and aims of Support Choices	X	
Able to initiate, plan and complete tasks	X	
Able to work as part of a team	X	
Able to communicate with people in a range of circumstances	X	
You have good organisation skills, good interpersonal skills and good communication skills.	X	
Knowledge and understanding of Self-Directed Support and social care	X	
Experience or understanding of how people get access to social care and support in PKC		X
an understanding of the issues faced by older people, disabled people and others who want support to help them have a good quality of life		X
Experience of community development and community engagement		X
Understanding of the local and national landscape around SDS and social care		X
Driving licence and access to a car	X	

### **Working arrangements**

#### **Employment status, hours worked, salary and other terms and conditions.**

The contract will be an open contract of employment and not subject to any fixed term.

The salary is based on a full-time salary of £25,625. At this point, there is no salary scale for any person employed by the organisation.

The post holder is accountable to the Team Manager.

The hours worked per week are **[to be agreed]** per week. The pattern of work will be agreed between the post holder and the Team Manager. Work will usually be within traditional office hours, but occasional longer or different hours is an integral part of the job.

Staff are entitled to 36 days of annual leave and public holidays: this is the level for full time posts and is adjusted to take account of patterns of part-time working.

The post is subject to a 6-month probationary period before any future appointment is confirmed. The notice period is 4 weeks.

*This post is covered by the Protection of Vulnerable Groups or Disclosure arrangements. All staff at Support Choices may be required to have PVG clearance at any time, and failure to secure clearance is grounds for dismissal. We may also carry out other checks for convictions or misconduct.*

### **Location**

The post will be a mix of remote working and home visits with some time spent in our office in Dunkeld.

This team works in a rural area and many of the people and groups we work alongside find transport a challenge. The post holder needs to have a current valid full UK driving license and access to a car by the time the probationary period ends.