



Carers Advice Project

Funded by Health & Social Care Integration

Job Description

JOB TITLE:	Project Officer
COMPANY:	Deafblind Scotland
BASE:	You'll spend most of your time travelling across Fife, with the flexibility to work from home and occasional catch-ups in the office at Deafblind Scotland Learning & Development Centre, 1 Neasham Drive, Kirkintilloch.
CONTRACTED HOURS:	Full time 35 hours per week, with flexibility for part time and job share options.
SALARY/BAND/GRADE	Salary Scale - £24,723 - £29,229 Point (26 – 31) pro rata
TERM	Initially 1 year fixed term 25 days annual leave and 12 public holidays (pro-rata)
RESPONSIBLE TO:	Senior Programme Leader
ACCOUNTABLE TO:	Head of Operations

Background

Deafblind Scotland is the specialist charity working with adults living with dual sensory impairment. We also support other single sensory impaired adults with a visual impairment or deafness, who can benefit from our services. Our ambitions are high for people with sensory loss, particularly those with dual sensory impairment, and we are therefore at the cutting edge of finding ways to support people to lead their most meaningful lives.

Deafblindness can be a devastating condition that can make daily life extremely challenging and as a result, many people with dual sensory loss become isolated. Our services can make a vital difference to their lives; enabling people to regain confidence, gain vital communication skills and re-establish social connections. Some people may acquire the loss of both senses where others may be born Deaf or blind and lose the other sense through conditions such as Ushers Syndrome or through the ageing process.

Purpose of Job

As an expansion of our existing Connect2Support Programme our Carers Advice Project is a support service for carers, and those carers may themselves have a sensory impairment as well as or instead of the person they care for, in Fife, to access their rights so they can have a better quality of life, aiming to reduce socio-economic & health inequalities. This will be done through conducting needs assessments, determining the support required to improve the lives of the carers affected by sensory impairment and provide information and support when needs are identified. Assistance to complete application forms for benefits, referrals to specific services, advocacy support and ongoing support will be an integral part of the project.

This bespoke project, focusing on carers to ensure their wellbeing, will be provided through a unique home visiting service. Many people with a sensory impairment are older, they may be a carer or being cared for. This can lead to barriers in activating rights such as a lack of access to technology. The Project Officer will take online technology to the visit so that information and any forms can be accessed in the client's home. This is also an example of the added value the Carers Advice project will bring where carers in Fife affected by sensory impairment will have access to the other forms of support that DbS offer such as through internal referral to our technology project, communication & independent living skills, training and health & mental health improvement programmes. This may include supporting the wellbeing of carers through providing opportunities for mutual support.

Key Responsibilities

The Project Officer will take every opportunity to involve carers affected by sensory impairment and support them to build their confidence, leading to a more sustainable and independent lifestyle. In doing so the Project Officer will:

- Support carers affected by sensory impairment to access their rights, leading to enhancement of their quality of life
- Conduct needs assessments determining the support required for carers and provide ongoing person-centred monitoring & support planning as required
- Support to access & apply for benefits and other allowances
- Research peer support groups, carers centres, respite care etc
- Provide appropriate & timely advice, information and advocacy support
- Carry out home visits
- Liaise with and make ongoing referrals to other agencies
- Raise awareness of needs & rights of carers affected by sensory impairment
- Collect and record data & monitoring information and maintain accurate records
- Co-ordinate the day-to-day activities of the project including liaising with Language Service Professionals (BSL Interpreters, Electronic Notetakers,

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Tactile Sign Language Interpreters etc.) to support fully inclusive communication within meetings and consultations etc.

- Work with Senior Programme Leader and Colleagues to identify, build and maintain relationships and networking opportunities with local organisations
- Undertake & successfully complete identified training courses to support achieving outcomes of the project
- General advocacy, advice & information work relating to carers within the Fife area
- Support the development of wellbeing activities for carers in Fife
- Support the implementation of the project's monitoring and evaluation strategy.
- Prepare reports for Senior Programme Leader and contribute towards reporting to Head of Operations, Board and Funders, based on the monitoring and evaluation strategy
- Maintain a steady flow of information to the Senior Programme Leader and produce reports as required
- Other tasks as required by the Chief Executive, Head of Operations and Head of Finance.

Person Specification

The applicant will essentially have:

- Excellent written and verbal communication and report writing skills.
- A flexible attitude in keeping with working for a small charity.
- The ability to interact with people at all levels in an inclusive manner and to take a person-centred approach.
- A knowledge of general advocacy & welfare rights, focusing on carers rights
- Ability to organise time effectively, work on own initiative and meet deadlines.
- A willingness to travel across Fife with occasional travel required to and from our office in Kirkintilloch.
- Computing skills – proficient in Microsoft Office 365
- Due to travel involved driving licence and access to a vehicle including business insurance.

Desirable:

Full training provided in Deafblind Awareness, Carers Support, Welfare Rights and Advocacy, which will support acquisition of the following:

- Experience of developing projects and achieving project objectives.
- Experience & knowledge of working in an enabling role with carers and/or people with a disability or sensory loss.
- British Sign Language skills or an enthusiasm to learn basic BSL and about deafblind people and their needs.
- Knowledge of Fife area and services available

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