



Self-Directed Support Network South Lanarkshire

Job Description for Outreach Worker

Position: Outreach Worker	Location: Home Based with some travel throughout South Lanarkshire
Term: 12-month Fixed Term contract	Salary/Rate: £12,480 (£16 per hour)
Hours: Mon – Fri, 15 hrs per week (flexible)	Annual Leave: 4 weeks pro rata plus public holidays
Reporting to: Board of Management	Pension Contribution: 3%
Start Date: To be agreed	Interview Date: Thursday 29 th May 2025
Closing Date: Friday 16 th May 2025 at 5pm	Requirements: The successful applicant for this post will be subject to Protection of Vulnerable Groups scheme

About SDSNSL:

Self-Directed Support Network South Lanarkshire (SDSNSL) is an independent Scottish Charitable Incorporated Organisation (SCIO) founded in 2012. SDSNSL provides support to individuals in receipt of Self-Directed Support (SDS) and Carers Budgets to promote better outcomes and provide a voice for members and their families. The motto of the Network is “My Life – My Choice”.

About the role:

The Outreach worker will play a pivotal part in managing case work and administration processes to supported individuals. Provide appropriate information and guidance on SDS to allow people to assess their own needs and make informed choices about the support options available. The Outreach worker will ensure individual cases are dealt with efficiently and in line with General Data Protection Regulations (GDPR).

Responsibilities:

The Outreach worker will be responsible for assisting people on their self-directed support (SDS) journey from initial discussions on Self-directed support to achieving a successful conclusion in relation to SDS by:

- Supporting people to prepare their SDS assessment.
- Providing advice, guidance, and support on preparing Outcome Support Plans, Carers Assessments, Adult Carers Support Plans, and contribution/charging on SDS budgets.

- Assisting to complete relevant forms.
- Advising and supporting people who are in dispute with the public sector regarding self-directed support.
- Attending meetings with public sector voluntary and liaising with other relevant agencies.
- Maintaining accurate records and reporting casework and status updates to the trustees at Board meetings.
- Further development and promotion of the SDSNSL service in the South Lanarkshire area.
- Engaging with supported individuals and stakeholders using the most appropriate communication tools such as telephone, online via Zoom, MS Teams, and apps.
- Carry out any other responsibilities that may be required within scope of this role from time to time.

Knowledge and Experience
Experience providing information, guidance and advice on self-directed support
Understanding and commitment to the principles of independent living, the social model of disability, and the empowerment of disabled people
Lived Experience
Aware of the Self-directed Support Act
Skills and Abilities
Excellent interpersonal and written skills with ability to interact effectively with people at all levels.
Show initiative and creativity to resolve complex issues
Work concisely to a high level of accuracy and display attention to detail
Advanced working knowledge of Microsoft Office 365 applications including video conferencing software such as Zoom
Enthusiastic, self-motivated, and used to working on own initiative
Ability to prioritise workload and meet tight deadlines
Ability to work autonomously

To apply for this role please submit your CV and one-page cover letter by email to chair@sdsnet.org.uk with “Outreach worker” in the subject line.

If you have any questions about this role or SDS Network South Lanarkshire please do get in touch via email: chair@sdsnet.org.uk
telephone: 07340 327805

Further information can be found by visiting our website www.sdsnet.org.uk/