

JOB DESCRIPTION

TITLE OF POST:	Project Officer (Floating Support)
LOCATION:	24 Hamilton Road, Bangor, BT20 4LE
SALARY:	£ 6,521 per annum
HOURS:	12 hours per week

The AGE north down & ards (AGEnda) vision is to ensure that older people in the Ards and North Down area are comfortable with growing older. AGEnda's purpose is to support older people to live healthy, independent, and fulfilling lives.

The AGE north down and ards Floating Support Service provides short term advice and help to make it easier for people to maintain their independence at home and in the community.

The service is aimed at people 65 and over. The aim of the service is to support people to live independently and reduce social isolation. We are funded for specific activities and support such as:

Health: Help with access to medical appointments and providing information on food safety/hygiene, signposting to outside agencies i.e., Occupational Therapy, Care Package Providers etc.

Wealth: Help with accessing available benefits, budgeting advice, and signposting to warm home schemes.

Wellbeing: Help with accessing transport, training opportunities, local community groups and befrienders.

Safety and Security:

Signposting for Home Safety checks, Fire Service safety checks, Crime Prevention advice.

Main Purpose of the Position:

- Visit service users in their own homes (*NO PERSONAL CARE IS PROVIDED*)
- Assess Service User's individual support needs.
- In consultation & agreement with the Service User and others where appropriate, devise and implement suitable support plans
- To work in an empowering/enabling way with service users, as agreed in support plans
- Empower the Service User to access local services and encourage active participation in the community to promote a better quality of life e.g., housing, Health & Social Services care professionals, welfare & benefits, advocacy agencies, community hubs.
- Empower Service User to live as fully and independently as possible within their local community, by supporting them to develop life management skills and remain independent in the areas of budgeting, cooking, shopping, and maintaining their dwelling.
- To research and provide Support & Signpost service

- To maintain high quality records of contact with service users and any outside professionals or agencies
- To accurately maintain records of 'service users' progress and report changes or concerns to the Team leader with due regard to client confidentiality
- Attend training and meetings relevant to the post
- Understand confidentiality and adheres to all AGEnda policies

General

- AGE north down & ards is an equal opportunities employer, and all staff are expected to adhere to the Equal Opportunities Policy throughout the course of their employment.
- Full current driving license and access to car insured for business use during working hours or access to a form of transport to meet the travel requirements of the post
- Meet the Access NI requirements.
- This job description is not definitive or restrictive and will be open to modification to meet changing needs.
- Fixed term contract until March 2024

JOB SPECIFICATION

The job specification provides information on the qualifications, experience, knowledge and skills required to carry out the duties of the post.

The essential criteria will be used for shortlisting and as part of the selection process.

	ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS
Qualifications	<ul style="list-style-type: none"> • 5 GCSE including English & Math's Grade C & above or equivalent 	N/A
Experience	<ul style="list-style-type: none"> • Minimum of 1 years' experience in supporting individuals in the community 	<ul style="list-style-type: none"> • Previous work as a support and signposting role for the elderly. • Previous experience in researching services - particularly for the elderly.
Knowledge, Skills & Abilities	<ul style="list-style-type: none"> • Excellent up to date computer skills especially in the use of Microsoft Office including Word and Excel. • Ability to use your initiative • Work well with others in a team environment. • Ability to respond effectively to changes in procedures and circumstances • Ability to complete a variety of tasks in a controlled and balanced manner. • Effectively plans and prioritises tasks and maintains accurate records • Knowledge of GDPR & experience working with confidential information • Highly motivated and committed • Organised and responsible • Attention to detail • Good Interpersonal/communication skills • Excellent telephone manner • Work effectively within the overall Line Management Structure 	<ul style="list-style-type: none"> • Knowledge of services for the elderly
Additional Requirements	<ul style="list-style-type: none"> • Respect confidentiality at all times and adheres to AGE north down & ards policies & procedures. • To undertake any other duties as required. • Candidate needs to be flexible to cover annual leave/sickness/Public & Bank Holidays. • Reliable & Punctual • Meet the Access NI requirements. • Full current driving license and access to car insured for business use during working hours 	

The selection panel reserves the right to enhance the shortlisting criteria to facilitate the process when necessary.