**Warrington Disability Partnership**

## Job Description

**Job Title: Direct Payments Advisor (Beaufort Street)**

**Hours: 25 hours per week (negotiable)**

**Responsible to: Contracts & Operational Manager**

**Purpose of the Job:**

Can advise and support individual disabled people in setting up a Direct Payments scheme, following training. Visiting people in their homes to ensure that relevant advice and information regarding Direct Payments is accessible to them.

# Key Tasks:

* Raise awareness and promote the rights of disabled people to live independently and reduce the stereotypes/ misconceptions, which can prevent disabled people from becoming and retaining independence.
* Identify ways of improving the availability of information to disabled people and carers about access to independent living support.

* Work alongside people who plan and provide services for disabled people and carers ensuring information is available and shared between agencies and organisations.
* Work with individuals to identify practical issues around setting up a Direct Payments scheme, particularly around recruitment and employment of staff.
* Visiting people in their homes to ensure that relevant advice and information regarding Direct Payments is accessible to them.
* To produce reports for the Trustees meetings and bi-monthly meetings of the Management and Operational Team Meetings and attend when required.

**General**

* To promote Warrington Disability Partnership to the wider public and other key organisations in relation to current services. To act at all times to uphold the reputation of the organisation.
* To work within the guidelines of the WDP Code of Conduct, Confidentiality Policy, Equal Opportunities Statement and Health & Safety Policy and all other current WDP Policies and Procedures, where relevant.
* To participate in WDP fundraising and outside promotional events, social events and other activities, as required.
* Travelling to/from WDP locations and outside promotions, when required.
* Such other ad hoc duties may be required and are consistent with the duties and responsibilities of the post.
* Attend relevant WDP meetings / events, when required, including the WDP Away Day, Disability Awareness Day and the WDP AGM.