



Disability Huntingdonshire (DISH)
Pendrill Court
Papworth Everard CB23 3UY
Telephone 01480 748168
[www:dish.org.uk](http://www.dish.org.uk)

Job Description – Part Time Caseworker

Job Summary

Providing advice and support to disabled people both in the DISH office and with home visits

Key Responsibilities

DISH exists to help people with any form of disability living in the Huntingdonshire and South Cambridgeshire area and their families. This includes providing a telephone advice service from the office and also home visiting where necessary since many disabled people are housebound. Caseworker staff should help clients to complete the different forms required to, for instance, claim Personal Independence Payments or Employment Support Allowance, or simply to help those without a computer to qualify for a disabled parking permit.

Your key responsibilities will be to give day to day advice and support including:

- Giving telephone or face-to-face advice from the DISH office
- Visiting disabled people in their own homes to give advice and help with completion of forms.
- In particular to help families with disabled children to assist them in supporting the needs of the disabled child in balance with the needs of siblings and the family as a whole
- Maintaining records on DISH's computerised tracking system
- Preparing briefs when necessary to enable challenges to be made, if appropriate, against central decisions
- Potential for development to support clients at appeal tribunals.

Hours of Work

Between 10 to 15 hours per week by agreement. Office hours are typically 9.30-2.30, but can be flexible to support the postholder's personal circumstances and the needs of disabled clients.

Place of Work

You will primarily be based at the DISH office in Papworth Everard, but may be required to visit clients in their own homes in any part of Huntingdonshire or South Cambridgeshire.

Start Date

From July 2017 by arrangement

Salary

Pro rata to £20,661 p.a. depending on hours worked

Leave entitlement

Pro rata to 20 days p.a. depending on hours worked and on an increasing sliding scale against years employed by DISH

Based at

Pendril Court, Papworth Everard

Reporting to

Executive Manager

What are we looking for?

We are looking for someone who:

- Has a sympathetic personality and can empathise with people who are either disabled themselves or care for a disabled person
- Is reliable, tolerant and determined and can form good relationships with clients and their families
- Has their own transport (mileage allowance paid) and is prepared to travel round the area and visit clients in their own homes
- Is organised and literate, but flexible in their approach
- Is computer literate and can familiarise themselves with and operate DISH's records maintenance systems
- Has good people management skills
- Previous experience in the charity sector and/or working with the disabled is desirable but not essential (training provided)

Please submit CV and covering letter in writing by 29th June to:

Jennifer Denton
Disability Huntingdonshire
Pendril Court
Papworth Everard
CB23 3UY
manager@dish.org.uk

