



## Job Description and Person Specification

### **Role: Caseworker**

Reporting To: Service Manager

Hours: 35 hours per week

Salary: £26,000 - £29,900 per annum dependent upon experience

Start Date: 1st April 2023

Contract Type: Fixed term until 31<sup>st</sup> March 2026

This post is subject to a satisfactory Enhanced DBS (Disclosure and Barring Service) check.

### **Overall Purpose of Role**

Working in line with our values to provide advice casework support to Deaf and Disabled people in Merton, with the aim to promote independence and inclusion. Your work will enable Deaf and Disabled people to have as much choice and control over their lives as possible.

### **About Merton Centre for Independent Living (Merton CIL)**

Merton CIL is a user-led Deaf and Disabled people's organisation based in the London Borough of Merton. We are run and controlled by and for Deaf and Disabled people. We support Deaf and Disabled people across the full spectrum of impairment including physical and sensory impairments, long term health conditions, learning difficulties and neurodiversity.

We work hard to address the marginalisation of Deaf and Disabled people and make a real difference in Merton and the wider community. We want a society where Deaf and Disabled people achieve full equality and inclusion. We work within the social model of disability and to an independence charter, co-designed with Deaf and Disabled people to ensure we can influence key issues affecting our lives in many ways.

We provide a holistic service, with all work feeding into our three aims:

1. Promoting Independence and Inclusion.
2. Identifying and Challenging Discrimination.
3. Achieving change locally.

You can find out more about Merton CIL by watching this short film:  
<https://www.youtube.com/watch?v=ecTQIfU4Doo>

### **About the Information & Advice service**

We provide free information and advice to Deaf and Disabled people living in Merton in the following areas: welfare benefits, social care, concessionary travel, grant applications, health and housing. Our work is accredited by the Advice Quality Standard (AQS).

### **About the role**

The post-holder will be working across all areas.

We will support the post-holder through on-the-job coaching, development, supervision and training opportunities, and a range of employee benefits.

### **Key Tasks and Responsibilities**

1. To provide accurate advice, information, and guidance to Deaf and Disabled people in Merton allowing them to live independently and to have as much choice and control over their lives as possible.
2. To carry a caseload supporting with issues relating to welfare benefits, social care, concessionary travel, grant applications, health, and housing.
3. To carry out benefits checks and calculations and provide support with form-filling, assessments, reviews and appeals.
4. To support Deaf and Disabled people with Care Act assessments, reviews and reassessments, including Financial Assessments.
5. To support Deaf and Disabled people with housing issues, such as allocations, transfer, aids and adaptations, possession proceedings, disrepair.
6. To support Deaf and Disabled people in a wide range of formal settings including, but not limited to, ESA and PIP assessments and Social Security Tribunals.
7. To identify social policy issues arising from your casework and undertake work to address these issues for local Deaf and Disabled people.
8. To raise safeguarding concerns under the supervision of the Service Manager.
9. Where appropriate, to refer people to other services in line with our policies, including other Merton CIL services.

10. To keep accurate and detailed records of enquiries received with the advice and casework support given.
11. To be responsible for the implementation of monitoring, evaluation, and quality assurance procedures.
12. To research and to keep informed of new legislation and changes to existing law and policy on issues affecting Deaf and Disabled people.
13. To keep up to date on what is offered by other agencies and promote collaborative working relationships with associated agencies within the Borough.
14. To prepare for, attend and contribute to support and supervision sessions.
15. To prioritise and manage cases in line with quality standards.
16. To carry out peer case reviews.
17. To ensure appropriate public promotion of the service and to contribute to the design and updating of publicity materials for the service.
18. To carry out the duties of the post within an equal opportunities framework and adhere to all Merton CIL's policies and guidelines including our Values and Independence Charter.
19. To undertake such duties as from time to time may reasonably be required.
20. This job description reflects the requirements of the post at the time of writing. The needs and circumstances may change over time and therefore the Job Description may need to be reviewed in the light of any such changes which may occur.

## **Person Specification**

### **Essential**

1. A Deaf or Disabled person or a person living with a long term health condition.
2. At least two years' experience of giving advice to the public on a one-to-one basis in at least two of the following areas: welfare benefits, social care & health, housing.
3. Excellent research and analytical skills.
4. Excellent written and oral communication skills, including the ability to explain and summarise complex rules and information in simple terms.
5. Effective advocacy and negotiating skills.
6. Ability to enable people to resolve their problems.
7. Ability to plan and prioritise own work and meet deadlines.
8. Ability to be flexible and responsive to change.

9. Willingness to learn and develop.
10. Ability to work effectively as a member of a team.
11. Ability to maintain confidentiality.
12. Strong IT skills (including Word, Excel, Outlook) and ability to use electronic monitoring to keep records of casework.
13. Committed to working to the Social Model of Disability.
14. Must have a strong personal commitment to supporting people across the spectrum of disability or health issues and supporting people from a variety of ethnic and social groups.

### **Desirable**

- Experience of working in outreach locations and/or providing a home-visiting service.
- Experience of a user controlled and led organisation.
- An understanding of the Merton voluntary sector and local authority structures.

Merton CIL is committed to equality, diversity and reflecting the communities we serve. We particularly welcome applications from Deaf or Disabled people from Black, Asian and Minority Ethnic communities. People who live with a long-term health condition who may not consider themselves as Disabled are also very much welcomed.

If you require additional support completing this application due to an access need, please get in touch on 0203 397 3119.

Please apply by email with:

- A completed application form; and
- A completed monitoring form

to [info@mertoncil.org.uk](mailto:info@mertoncil.org.uk)

Closing date for applications: 5pm on Tuesday 28<sup>th</sup> Feb 2023

Candidates invited to interview will be informed by Friday 3<sup>rd</sup> March 2023

Planned interview date: week commencing 13<sup>th</sup> March 2023

Start date: 1<sup>st</sup> April 2023 or as soon as possible thereafter.

**This role is funded by The London Borough of Merton**