

DIRECT PAYMENTS OFFICER

HUYTON, MERSEYSIDE

Full time (35 hours) – Temporary 6 month fixed-term contract

Salary: £22,440 p.a.



We are seeking to appoint an Officer to join our Direct Payments Support Service team and deliver a range of support, information and guidance to enable people in Knowsley to use Direct Payments to meet their personal care and support needs. This is a temporary role for 6 months, in the first instance. Part-time may be considered.

ABOUT US

Knowsley Disability Concern (KDC) is a well-established charity specialising in services that enable disabled people and those living with long-term conditions to have improved choice, control and independence.

We deliver the Knowsley Direct Payments Support Service enabling residents, who need care and support, to receive funds from the Council to purchase the services they need, including employing personal assistants.

This is an exciting opportunity with a successful charity, to take responsibility in a key role, and make a real difference in people's lives.

For more information about Direct Payments and the range of other services we offer, visit www.kdc.org.uk

THE ROLE

You will be accountable for the delivery of information, advice and assistance to enable people in Knowsley to access and manage Direct Payments easily and effectively. You will work as part of a team to promote, extend and develop the scheme to enable more people to access Direct Payments as a means to live independently and have control over the way their support services are delivered. Full training will be provided.

ABOUT YOU

You have excellent communication and inter-personal skills and enjoy working with people.

You are a good organizer and can manage your own workload and competing priorities. Strong literacy, numeracy and IT skills are essential. Ideally, you will have an understanding of the health and social sector, particularly in relation to individual budgets and a background in HR and recruitment would be a distinct advantage.

INTERESTED?

[Click here](#) for the detailed job description and person specification. Then complete our application form and consent to process your data form and email to recruitment using Ref DPO in the subject. Please note that the closing date for applications is **Wednesday 28 April 2021**. Applicants with lived experience, LGBTQ+, people with a disability and members of the BAME community are actively encouraged to apply.

