

JOB DESCRIPTION

JOB TITLE: Community Support Assistant

REPORTING TO: Partnership Manager

RESPONSIBLE FOR: Providing a specialist support service to people, who are often experiencing complex social circumstances.
 Providing supported access to community-based services and activities that will support people to live well.
 Building effective pathways to support people to navigate existing complex circumstances.
 Maintaining accurate records to allow effective monitoring and evaluation of interventions.

HOURS OF WORK: 28 hours per week

SALARY: £13,540.80

CLOSING DATE: Friday 19th March 2021

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	SVQ Level 3 or above in relevant field, e.g. Community Development, Health or Social Care.	
Knowledge and Experience	<p>Knowledge and experience of working with people who are experiencing complex social and emotional circumstances. For example, people who have social, emotional and mental health issues, live in complex life circumstances, experience chronic pain, drug and alcohol misuse or homelessness.</p> <p>Strong understanding of the challenges faced by people living in areas of deprivation in relation to living well.</p> <p>Proven and highly effective interpersonal and communication skills in working with people on a 1:1 basis and with cross sector organisations.</p> <p>Excellent negotiation and motivational skills in order to engage people to enable them to participate in a wide range of community services and activities.</p>	<p>Experience of working within Primary Care.</p> <p>Experience of working within Third Sector.</p> <p>Experience of working within Social Care.</p>

Skills and attributes	A solution-focused approach. Non-discriminatory values. Excellent networking and information management skills. Ability to work effectively as part of team and on own initiative. IT skills in word processing, spreadsheets, email, internet and social media. Willingness to undertake any relevant training as directed.	Full Driving License with access to a car.
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Location of post: The successful applicant will be based within Kilmarnock. However, there will be a requirement to work in other areas of East Ayrshire.

Please return completed applications to angela.gracie@cvoea.co.uk or by post to Angela Gracie, Belford Mill, 16 Brewery Road, Kilmarnock, KA1 3GZ no later than 4.30pm on Friday 19th March 2021