

## **Job Description and Person Specification for the Temporary Post of Epilepsy Fieldworker; Part Time (21 hours per week)**

### **1. Job Description**

<b>Job Title:</b>	Epilepsy Fieldworker
<b>Salary:</b>	£24,160 - £26,140
<b>Pension:</b>	Epilepsy Connections provides a workplace pension scheme. Employer's contributions 3% of qualifying earnings; employee contributions 5% of qualifying earnings.
<b>Hours:</b>	21 hours per week. Most duties will be carried out 9am – 5pm but occasional out of hours working may be required to meet the needs of the service. Working days are tba, but will include Wednesdays.
<b>Contract:</b>	Temporary until 31 March 2023.
<b>Place of Work:</b>	Office base: 129 – 134 Baltic Chambers, 50 Wellington Street, Glasgow. A hybrid working model is in place. Subject to risk assessment, community-based working will be required including meetings and awareness-raising work so some travel will be required within the NHS Greater Glasgow & Clyde area.
<b>Reports to:</b>	Epilepsy Fieldwork Team Leader

**Overall aim of the post:** To work as part of Epilepsy Connections Fieldwork Team to develop and deliver community-based information and support services in a range of venues across the NHS Greater Glasgow & Clyde area to people of all ages with epilepsy, their families, friends and carers, the professionals who care for them; and others involved in their lives.

#### **Main Tasks:**

1. To provide information about a wide range of epilepsy-related issues to people with epilepsy, their families, friends and carers including the professionals who care for them and others involved in their lives.
2. To provide support, including home visits where appropriate, to people with epilepsy, their families, friends and carers on an individual and group basis, particularly in relation to people who have difficult-to-control epilepsy, people who have epilepsy plus other long term and/or disabling conditions, people who are socially isolated as a result of epilepsy, and including people with epilepsy who do not have English as their first language.

3. To promote effective self-management for people with epilepsy.
4. To promote self-advocacy.
5. To offer a liaison service to identified epilepsy clinics and GP practices.
6. To provide safety checks and advice to people with epilepsy at home, school, college or university and / or place of work.
7. To support people with epilepsy and their carers to access appropriate benefits.
8. To develop and maintain a local network of professional contacts across the statutory, voluntary and independent sectors.
9. To identify and where possible to address epilepsy service users' unmet needs and gaps in statutory and voluntary epilepsy service provision with the aim of raising standards of care and wellbeing for people with epilepsy.
10. To contribute to the development and delivery of a range of education and support options for people with epilepsy, their families, friends and carers.
11. To raise awareness across the NHS Greater Glasgow & Clyde area of epilepsy issues and the work of Epilepsy Connections.
12. To develop own epilepsy knowledge and undertake other appropriate professional development.
13. To be self-sufficient administratively, maintain appropriate case records, statistics, reports, etc.
14. To work to a plan agreed with the Executive Director and the Board of Directors, and other duties as required.

**This is a temporary post ending on 31 March 2023.**

*This post involves regulated work with adults and children and is subject to PVG membership.*

## 2. Person Specification

	ESSENTIAL	DESIRABLE
Good general education and commitment to ongoing learning.	✓	
Educated to Degree level, SVQ Level 4 or SCQF Level 9 or equivalent qualification in health, social care or related discipline.		✓
Minimum of 1 year's experience of providing information, advice or self-management services in a health, social work or other welfare setting.	✓	
Demonstrable experience of researching, assimilating and communicating complex and sensitive information competently and appropriately to the context, in writing and verbally.	✓	
Excellent interpersonal skills: <ul style="list-style-type: none"> <li>demonstrable ability to work in a person-centred, non-judgemental way</li> <li>demonstrable ability to liaise confidently with statutory and voluntary sector professionals.</li> </ul>	✓	
Understanding of the potential impact on individuals and families living with a long-term condition and of the principles of self-management.	✓	
Knowledge of local health and social care services.		✓
Understanding of the voluntary sector.		✓
Knowledge of the benefits system.		✓
Demonstrable ability to work on own initiative.	✓	
Basic IT skills including Word and Outlook and able to work with minimal admin support.	✓	
Able to travel within the Greater Glasgow & Clyde area.	✓	