

Advert

PENICUIK CITIZENS ADVICE BUREAU **Early Intervention Income Maximisation Worker**

Fixed term 12 months to September 2023 (with possibility of an extension).

14 hours a week. Some flexibility on days worked.

£11,731 pa (£29,327 pro rata)

Plus Travel expenses and employer contribution to a pension scheme.

Please note that this post is subject to a satisfactory Basic Disclosure check

Dynamic, motivated person required to develop and deliver a new project delivering Income Maximization advice and support to families supported by Hawthorn Children and Family Centre in Mayfield, Midlothian

The post holder will be required to improve the financial circumstances of the families supported by Midlothian Council's Hawthorn Children and families Learning Centre and improve the outcomes for the children. The client group will be:

- Families with children with placements at Hawthorn Children and Family Centre
- Parent's attending family group work at Hawthorn Children and Family Centre

Based at the Centre and Penicuik CAB, the worker will provide help and assistance with checking benefit entitlement, completing benefit applications and challenging benefit decisions. The work will also include income maximisation, budgeting advice and some assistance with debt issues (including housing debt).

A working knowledge and understanding of welfare benefits and good interpersonal skills are essential. The post holder will be responsible for developing and delivering the service to meet the needs of the families.

Penicuik CAB is committed to equal opportunities both in service provision and employment. To help Penicuik CAB monitor equality and diversity statistics please return the Equality & Diversity Monitoring Form separate from your other application documents by emailing it to: bureau@penicuikcab.org.uk

Job share considered – if you are interested in reduced hours please apply as normal. Completed applications should be marked confidential and submitted to:

The Manager
Penicuik Citizens Advice Bureau
Palmer House, John Street,
Penicuik, EH26 8AB
E mail: bureau@penicuikcab.org.uk

Closing date for applications: 10:00 am on Friday 26 August

Charity number: SC01442. Charity name: Penicuik Citizens Advice Bureau.