



CITIZENS ADVICE BARNLSLEY

General Advice Worker

Hours: 37 hours per week

Salary: Actual for 37 hours per week £20,751

Contract status: Fixed term 12 months (initially)

Holiday entitlement: 28 days annual leave and 10 public holidays (pro-rata)

Pension: Matching 5% employer's contribution

Partially funded by South Yorkshire Community Foundation

OVERALL AIMS OF THE POST:

- a) To deliver general advice sessions in community venues and our offices and to advise people affected by flooding, via a telephone service. During the current pandemic while the office is closed all work will be undertaken from the advisor home.
- b) Once the current pandemic is under control and outreaches and offices open up to allow face to face outreach services will be delivered from various locations and at various times including both daytime and evening sessions and also from your home via telephone and video links
- c) To advise clients in all social welfare categories of law, particularly focussing on debt / money management, welfare benefits, housing, and employment through all channels including, face to face, telephone, video, and digital.

You should have demonstrable competencies in advice and supervision. You will need to be fully IT competent.

Digital applications only - for an application pack and guidance notes
please see www.barnsleycab.org.uk

PREVIOUS APPLICANTS NEED NOT APPLY

Closing date: 12 noon 8th December 2020

Video Interviews will be held on: 15th December 2020