

Job Description - Support Pathfinder

Job Purpose:

To support clients to take control of their futures, identifying support needs and ways to achieve their goals.

The Support Pathfinder will provide engagement, information, guidance and technical assistance to young people with a disability enabling them to access opportunities, resources and services necessary to progress towards a self-determined life.

Summary of Position Duties and Responsibilities

- Assist clients to manage their personal budgets – including effective management of recruitment, pay and fulfilment of employer responsibilities as required.
- Facilitate any training required to manage the employment of a PA and assist the client to develop an appropriate process to complete performance reviews and to manage worker performance if needed.
- Using a range of person-centred approaches, work with the client to determine their life choices and develop a person-centred plan towards these goals, assisting where required with the identification of potential funding routes as required, developing and recording any personal budgets allocated to them
- Liaise with health, social work professionals, and personal budget support workers as directed by the client in line with the plan.
- Assist the client to identify and sustain an effective personal support network of family, friends and paid/unpaid supporters
- Provide information and guidance around person-centred thinking, planning and action plans; risks and responsibilities of self-directed support.
- Assist the client to communicate effectively with informal, paid and unpaid resources and networks in the community as well as professionals involved in supporting the client.
- Maintain confidentiality regarding all communication and information related to the client, their employees and other people involved in their support in accordance with the General Data Protection Regulations
- Monitor and review the personal budget, including reporting to the relevant social, health or education officers or representatives to confirm relevant use of the funds provided by them
- Any other tasks related to the clients development, health and wellbeing commensurate with the role

The role of the Support Pathfinder is uniquely determined by each client utilising the Beams Brokerage Service and responsibilities may therefore vary.

Person Specification: Support Pathfinder

The following outlines the key criteria for this post. Those is bold are considered to be essential for the performance of the role. Applicants who have a disability and who meet the desirable criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

QUALIFICATIONS	<ul style="list-style-type: none"> • Good educational background. Good level of English and Mathematics.
EXPERIENCE	<ul style="list-style-type: none"> • Experience working with disabled children or young people and their families. • experience working in human resources or have an up to date working knowledge of employment law requirements • Have a working knowledge of person-centred thinking, self-directed support and self-determination.
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Excellent listening skills • Excellent communication and inter personal skills • Ability to think clearly and analyse information • Ability to communicate at all levels appropriately, both orally and in writing • Good numeracy and literacy skills



	<ul style="list-style-type: none">• Ability to effectively assess and manage risk• Ability to support and coach/role model good practice• Computer/IT literate• Ability to write reports and maintain accurate records• Excellent organisational skills - Ability to organise, plan and take responsibility
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