

Grampian Macmillan Cancer Centre Service

PERSON SPECIFICATION – ADVISER

	Essential	Desirable
Qualifications	Good standard of general education.	Clean Driving License.
Experience	Two years paid or unpaid work in advice field with working knowledge of the welfare benefits system.	Experience in Welfare Benefits Appeals and Debt Advice. Work experience in health setting. Previous project experience.
Skills and Attributes	Excellent written and oral communication. Skilled in report writing. Good planning and organisational skills. Presentation skills. Excellent interpersonal skills. Ability to work on own initiative. Computer proficient. Maintain strictest level of confidentiality in service delivery.	Experience of giving advice by telephone. Statistical recording for evaluation/monitoring. Promotion/marketing experience.
Values and Attitudes	Commitment to team working approach. Proven ability to work as part of a team. Support the principle of voluntarism. Commitment to equality of opportunity.	Proven ability to work within a community development or volunteer setting. Experience of implementing equal opportunities policies and practices.
Knowledge	Awareness of the social needs of local communities	Understanding of problems experienced by people affected by cancer.
Other	Ability to network with other groups and professionals within the community.	Experience in the delivery of training. Access to own transport.

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JOB REMIT - ADVISER

Employer:	Board of Directors
Job Title:	Adviser
Responsible to:	Grampian Macmillan Cancer Centre Project Co-ordinator
Responsible for:	Nil staff
Main Purpose:	<p>The delivery of an information and advice service for people affected by cancer throughout Grampian area.</p> <p>The post holder will develop specialist skills in Money Advice and Welfare Rights in support of this objective.</p>

Responsibilities

- Provision of information and advice both by telephone and within a hospital setting.
- Efficient and effective handling of client cases.
- Ensuring correct information and advice is provided at all times and that comprehensive and accurate records of client cases are kept in a secure location.
- Development of the service to other areas and client groups as required.
- Promotion of the service internally and externally.
- Undertake ward visits at ARI.
- Liaise with health professionals, maintaining contact and developing working relations.
- Raise awareness of the service to health/social care professionals as well as other relevant groups through presentations/workshops.
- *Undertake any other reasonable duties as requested by the Service Coordinator or Bureau Manager.*

Team Work

- Member of Staff Team
- Attend and participate in staff and team meetings

Accountability

- Provide monthly written reports
- Attend supervision sessions
- Attend annual appraisal
- Participate in service Annual Review and Forward Planning
- Attend Annual General Meeting