**East Kilbride Citizens’ Advice Bureau**

**Job Description**

**Money Advice support worker**

Job Title: Money Advice Support Worker

Responsible to: Bureau Manager

Salary: £13,520 per annum (Part time 20Hours) (fixed term 3 months to end March 2025 with view to extension for a further year)

Closing date: Friday 1st November 2024

Interview dates: week commencing 11th November 2024

We have an opportunity for a Money advice support worker to play a key role in the delivery of our services from our main office and outreach venues.

The adviser will assist with benefit checks, income maximisation, debt management.

This will entail providing a wrap around service to assist people who are in financial difficulty. Advice and assistance will be given to Type II Benefits and Debt Advice. The successful applicants must be able to empathise and provide support to deliver an effective service suitable for the needs of individual clients and to ensure the best outcomes. The service will be tailored towards individual circumstances and aim to reduce poverty, inequality and enhance the quality of life.

Main tasks will be:

* Undertaking diagnostic interviews with clients
* Maintaining case records including detailed statistics
* Maintaining expertise in relevant legislation e.g. welfare rights type II and debt management.
* Providing information for project reports
* Attending team and staff meetings as required
* Carrying out other reasonable duties as specified by the line manager as required for the needs of the post.