



Home Visitor

Adviser

Hours: 4 days per week (30 hours)

Location: Visiting clients in their own homes throughout Arun & Chichester districts with home working and office working as needed

Contract type: Fixed-term until end of Nov 2022

Salary: Competitive salary offered

Closing date: Monday 18th October 2021 at 9am

Interview date: TBC

Job description: Arun & Chichester Citizens Advice are pleased to have received funding from The National Lottery Community Fund to expand its home visiting service.

We are now recruiting advisers to provide a high quality, effective and efficient advice and information service to vulnerable clients who require, due to capability or complexity of the issue, a face to face service and, because of a disability or a caring responsibility are not able to attend one of our advice centres.

The advisers will be required to give full advice on all types of enquiry including welfare benefits, debt and money, housing, consumer, family/relationships and immigration.

Currently all contact is via telephone, email, letter and video call but we are looking to return to an in-person service soon. Casework and admin tasks will be completed whilst working from home with minimal office working.

Essential:

- Able to work unsupervised
- Use of car with business insurance
- Good IT skills
- Good communication skills

Although an advice background is preferred, full training will be provided.

For general enquiries about the role, please email Charlie Young, Projects Manager, on c.young@arunchichestercab.org.uk or visit <https://arunchichestercab.org.uk/news/paid-vacancies/> to download an application pack.