



**Job title: Independent Living Adviser**

**Location:** Camberley

**Salary:** £15,600

**Hours per week:** 24

**Contract type:** 12-month fixed term contract with possible extension

**Closing date:** 11:59pm, Sunday, 18<sup>th</sup> October

Citizens Advice Surrey Heath is recruiting a part-time Independent Living Adviser to help those who are elderly, in poor health, or disabled and housebound, to improve their financial resilience and remain independent and active in their community for longer.

The effect of Covid-19 has left many people isolated and anxious about their ability to manage financially. We are looking for someone to join our Citizens Advice Surrey Heath team who can make a real difference by helping people to improve their financial capability and, where needed, link them to wider community services and activities to benefit their overall wellbeing.

You need to be a self-starter with at least two years' experience in an advice role as a Citizens Advice adviser or similar, and an understanding of welfare benefits, particularly related to disability and the elderly. Excellent interpersonal and effective communication skills, both verbal and written, are important in order to work effectively and sensitively with clients who may be vulnerable and distressed. You also need to be highly organised, with good numeracy skills and the confidence to negotiate effectively with external agencies and organisations in order to advocate for your clients.

The role is initially home-based but you will, at times, be required to come to our office in Camberley and to provide outreach services and home visits across the Borough, where it is safe to do so. It is essential that you are a driver with a full valid driving licence and have use of a car.

**The Citizens Advice service values diversity, promotes equality and challenges discrimination. We encourage and welcome applications from people of all backgrounds. We particularly welcome applications from disabled and Black, Asian and Minority Ethnic people, as they are currently under represented in our workforce**

If you are interested in the role, please request a job pack by emailing:  
[admin@camberley.cabnet.org.uk](mailto:admin@camberley.cabnet.org.uk)