

# HAIL

LIVING | LEARNING | WORKING | LOVING



**Job Description:** Self employed peer broker



**How long:**

You will be supported by HAIL to set up as a self employed broker for 1 year



**Responsible to:**

Catherine Jones



**Salary Scale:**

Up to £25 per hour



**Hours of Work:**

When needed



**Place of Work:**

HAIL Head Office  
Cara House,  
341a Seven Sisters  
London N15 6RD

# Job Purpose



To give support and advice to people about how to spend their individual budget.



Help people decide what they want from life.



To add up how much it will cost people to get the support they want.



Support people to get money to pay for their support.



Find services, projects and groups to help people live the life they want.



Work with companies that provide services to develop new ones that meet people's needs, likes and dislikes.

## Duties and Responsibilities



To treat all the people you work with fairly and with respect.



To be understanding of the way the people you support might be feeling.



To write reports that follow HAIL's Policies and Procedures.



To give independent and fair advice to the people you support to help them to make choices.



To support people with their money as it says in HAIL's Policies and Procedures.



To work with people, their families and people who know them well to write a support plan.



To communicate with people you support in the way they would like you to communicate with them.



To do the training you need to be able to do your job. This includes the 5 day National Brokerage Network training



Not to share information you have about the people you support, people who work with you and HAIL unless you need to for your work.



To go to meetings and reviews when you need to.



To work in line with HAIL's values, code of conduct and policies at all times.



To go to meetings with your line manager, called supervision.



To do your work within the agreed time.



To work safely and in line with the Health and Safety at Work Act.



This job description is not a full list of the things you will have to do. From time to time HAIL might look at the job description again. HAIL will tell you before they change the job description.

# What type of person do we want?



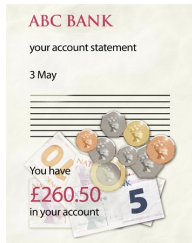
You like spending time with people.



You know London and what there is going on for people with learning disabilities.



You can add up and take away



You understand money.



You can to get to places on time and can keep to deadlines.



You like coming up with new ideas

## How will HAIL support you to be a self employed peer broker in the first year?



HAIL will train you to be a broker with the National Brokerage Network



HAIL will give you support and advice when you need it. You will be able to have a meeting every 6 weeks to talk about your work.



You will be able to use HAIL's computers, telephones, photocopier and printer for your work as a support broker



HAIL's finance team will support you to send bills, get paid and to pay your tax and national insurance.



You can use HAIL's policies and procedures.



You will be covered by HAIL's Public Liability Insurance.



HAIL will pay for you to have a Criminal Records Bureau Check and a Safeguarding Vulnerable Adults List check.