

JOB DESCRIPTION

JOB TITLE:	Digital Outreach Worker
Hours of Work:	15 hours per week (12 month contract)
Responsible to:	Services manager
Location:	Redcar and Cleveland
Job Purpose and Role:	To deliver a reliable and accessible Digital Service, across Redcar to people aged 50+, through 1-2-1 home visits and group/drop-in sessions.
Overall Aims:	To increase individuals overall wellbeing through a range of activities to develop older peoples digital skills and confidence. To reduce isolation and increase social connectedness of people aged 50+ across Teesside

This job description is not exhaustive and is intended only as a guide to the range of activities associated with the post

The duties will require the post holder to:

1. Project Delivery

- Deliver a quality Digital service as per project specification
- Deliver group sessions and drop-in's in a range of community based venues
- Ensure that there is a clear process for the identification and referral of clients
- Identify and engage older people who are at higher risk of digital exclusion (eg. Those diagnosed with Dementia and their carers)
- Ensure that all those involved in the project are adequately safeguarded

2. Project Management

- Maintain systems necessary to record information regarding the service and to assist in the monitoring of outcomes
- Assist in collect information to evaluate the overall effectiveness of the service against set outcomes
- Prepare information on improvements and future developments

3. Communication

- To work closely with AUKT staff, volunteers and external organisations to ensure efficient delivery of the service
- Liaise with appropriate organisations and foster good working relationships
- Work with partners and other identified organisations to promote the wellbeing of clients
- Work within AUKT policies and procedures

4. Training and Development

- Develop knowledge of Digital projects and Dementia

5. Health and Safety

- Work within AUKT policies and procedures
- Work within guidelines of partner organisations.

6. General

- Work in a positive and professional manner with all partners, stakeholders and relevant organisations to promote the service
- Due to the nature of this service certain tasks are unpredictable and varied and the post holder is therefore expected to be flexible and take on tasks which are not detailed in the job description
- Attend all relevant meetings related to this role
- Demonstrate a strong commitment to equal opportunities and non-discriminatory practice
- Confirmation of this post will be subject to a satisfactory enhanced level DBS check