



Role Profile

Job Title: Home Safety Adviser

Reference No.	A3994	Type	Individual
Service	Area Service		
Job Family	Para professional 2	Grade	FC5

Purpose

Assist in the provision of a high quality, flexible and responsive service relating to Community Safety, with a focus on Home Safety and security for children and vulnerable adults.

As part of the Fife Cares team responsible for undertaking home visits throughout Fife to carry out fire safety, home safety and security assessments and providing safety equipment and advice to various clients groups including parents of young children, and vulnerable elderly adults.

Provide Home Safety and Security visits throughout Fife to carry out fire safety, home safety and security assessments to victims of domestic abuse which will enable recipients to feel safer in their own home, and whilst they are out in the community.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Contributing to the effective delivery of operational Community Safety Services through promoting Community Safety at Events and ensuring compliance with and keep abreast of relevant legislation, regulations and codes of practice such as:

- Anti Social Behaviour etc, (Scotland) Act 2004

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

E **D**

Experience of working with partnership groups (Deliver results- See 'How We Work Matter' Framework)

Ability to travel between venues

✓

✓

E = Essential Criteria D = Desirable Criteria

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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
<ul style="list-style-type: none"> • Data Protection Act 1998 • Freedom of Information Act 2000 • Human Rights Act 1998 • Equalities Act 2010 	Knowledge of relevant legislation, codes of practice, and National trends/good practice		✓
Carry out fire safety, home safety and/or security visits to vulnerable adults, and parents of children (under the age of 5). Provide advice on how to minimise the risk of accidents in the home. Carry out risk assessments and provide a suitable evacuation plan if necessary. Distribute safety equipment to help eradicate risks of accidents.	Ability to communicate with a wide range of audiences Knowledge to identify potential risks in a property Customer service skills (Focus on customers)	✓ ✓	
Carry out home safety and/or security visits to victims of domestic abuse. Provide advice on how to minimise the risk to clients whilst they are in the home. Distribute safety and/or security equipment (fit equipment if necessary) to help victims to feel safe in their home, and whilst out in the community. Prepare personal security plans	Ability to problem solve in often stressful situations Knowledge of good practice and issues for domestic abuse victims Ability to use own initiative and work without supervision	✓ ✓	
Carry out fire risk assessments and provide fire safety advice, and suitable evacuation plans if necessary. Ensure there are working smoke alarms and carbon monoxide alarms in the property. Fit smoke alarms if none present.			
Assisting in the development of practices and procedures to enhance safer environments for clients. Implementing changes to procedures as required by Line Manager.	Positive work ethic and attitude Ability to embrace, accept and implement change	✓ ✓	
Responding to enquiries from members of the public, elected members, internal and external agencies, etc.	Good communication skills	✓	

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Managing generic email inbox, maintaining information systems, contacting service users to arrange visits	Time management skills	✓	
Arranging, co-ordinating and attending seasonal initiatives, and campaigns, such as Child Safety Week, Bogus callers, Child Car seat testing, electric blanket testing, etc.	Team working skills (Work together)	✓	
Completing adult and child Cause for Concerns as necessary.			
Signing up to and adhering to relevant Information Sharing Protocols.	Knowledge of information sharing legislation	✓	
Identifying and introducing new products/equipment. Maintaining equipment stocks and supplies.			
Monitoring and providing statistics and reports to management as requested.	IT skills	✓	
Maintaining knowledge of legislation, National activities and good practice.	Knowledge of relevant legislation, and national good practice		✓
Making onward referrals, or sign posting service users for other appropriate help or support, working with other partners.	Knowledge of partner agencies	✓	
Providing Home Safety & Security Equipment. Carrying out enhanced support visits.	Track record of participation in effective multi agency working Ability to carry equipment in to properties	✓	✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

<p>Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:</p>	<p>Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility</p>	E	D
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<p>Job Title (Specialists Tasks)</p>			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

<p>Additional Information – the following information is available:</p>	<p>Expected Behaviours</p>		
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>		