



Job Description



JOB TITLE:	Sleep Advisor
HOURS	4-6 hours to suit
REPORTS TO:	Sleep Support Officer
RESPONSIBLE FOR:	<ul style="list-style-type: none">• None
MAIN PURPOSE OF JOB:	<ul style="list-style-type: none">• Provide advice, guidance, and support for the parents and guardians of children and young people with sleep problems
MAIN DUTIES:	<p>Service Delivery:</p> <ul style="list-style-type: none">• Ensure incoming calls are answered promptly;• Ensure information given out is appropriate and accurate;• Send out follow up information, as required <p>Information Systems/Administration:</p> <ul style="list-style-type: none">• Keep accurate records of incoming calls, and actions taken;• Support the team in seeking evaluations of the service
OTHER DUTIES:	To carry out other duties as required responding to organisational priorities.
<p><i>This is a general statement of the duties and responsibilities that the post holder will be expected to undertake – it may change from time to time to meet the exigencies of the service</i></p>	

Please direct any queries regarding the role to Alyson O'Brien, Sleep Support Officer – alyson.obrien@sleepsotland.org or 0131 651 1392