



Job Description



JOB TITLE:	Sleep Counsellor (Tier 2)
HOURS	Up to 4 hours
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 additional support or complex needs and sleep problems
MAIN DUTIES:	<p>Service Delivery:</p> <ul style="list-style-type: none">• Ensure incoming requests for support are responded to promptly;• Devise and deliver a tailor made sleep programme to fit the needs of families;• Ensure information given out is appropriate and accurate;• Send out follow up information to families, as required <p>Information Systems/Administration:</p> <ul style="list-style-type: none">• Keep accurate records of calls made, and actions taken;• Carry out evaluation measures for each family;• Return all paperwork upon case closure to Sleep Scotland
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>	