



## Job Description



<b>JOB TITLE:</b>	Sleep Advisor
<b>HOURS</b>	15 hours, negotiable during support line opening hours – Monday to Thursday, 10am to 4pm
<b>REPORTS TO:</b>	Sleep Support Line Supervisor
<b>RESPONSIBLE FOR:</b>	<ul style="list-style-type: none"><li>• None</li></ul>
<b>MAIN PURPOSE OF JOB:</b>	<ul style="list-style-type: none"><li>• Provide advice, guidance, and support for the parents and guardians of children and young people with sleep problems</li></ul>
<b>MAIN DUTIES:</b>	<p><b>Service Delivery:</b></p> <ul style="list-style-type: none"><li>• Ensure incoming calls are answered promptly;</li><li>• Ensure information given out is appropriate and accurate;</li><li>• Send out follow up information, as required;</li><li>• Refer complex cases to tier 2 sleep counsellors</li></ul> <p><b>Information Systems/Administration:</b></p> <ul style="list-style-type: none"><li>• Keep accurate records of incoming calls, and actions taken;</li><li>• Support the team in seeking evaluations of the service</li></ul>
<b>OTHER DUTIES:</b>	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>	