



Job Description



JOB TITLE:	Sleep Advisor
HOURS	18 hours, negotiable during support line opening hours – Monday to Thursday, 10am to 4pm
REPORTS TO:	Sleep Support Manager
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; • Refer complex cases to tier 2 sleep counsellors <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.

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