

# Central Carers Association

## Job Description

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<b>Job Title:</b>	Young Carers Worker
<b>Salary:</b>	£21,317 (pro-rata for 21 hour post)
<b>Hours:</b>	35 or 21 hours
<b>Responsible for:</b>	The provision of needs led support to young carers in Falkirk district and Clackmannanshire

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### Aims of the Association

- To identify carers and encourage mutual support
- To raise awareness of the needs of carers and establish carers support groups
- To co-ordinate views of carers within the Association's area by identifying and raising carers' concerns with policy makers and service providers
- To assist carers to liaise with all relevant agencies
- To promote services which help carers
- To collate and disseminate information relevant to carers within the Association's area
- To recognise and work with former carers within the Association's area as appropriate to their circumstances and experiences
- To promote the principle and practice of equal opportunities for all carers
- To promote good communication, collaborative working and partnerships between Statutory, Voluntary and Community Organisations which provide services to carers, in order to ensure better co-ordinated and more effective support to carers and respective service users

### Aims of Post

- To work as an effective member of the Young Carers Project team
- To promote the needs of young carers and the support available from the Young Carers Project
- To provide personalised individual support for young carers
- To organise peer support activities for young carers

## **Main Duties**

### Information and Support

- Carry out initial assessment home visits to ascertain the needs of the young carer and develop a personalised support plan
- Work directly with young carers providing personalised information and support, referring on to other agencies where appropriate
- Plan the development and implementation of a programme of age related group meetings for young carers
- Facilitate the young carers groups in the evening and carry out issue based work
- Organise and staff one-off events including occasional residential breaks
- Develop and distribute information for young carers and information concerning young carers' issues
- Identify and access funding for young carer activities and for individual young carers

### Awareness raising and networking

- Raise the profile of the needs of young carers with service planners in health, social work services and education and to be involved with consultation groups at strategic levels
- Raise awareness of the Young Carers Project and any activities being organised across Falkirk district and Clackmannanshire with other relevant agencies such as Education, Health, Social Work Services, voluntary sector
- Encourage professionals working with children and young people to identify young carers and refer to the Young Carers Project
- Encourage young carers to self identify by providing awareness raising presentations in schools
- Attend Multi-Agency Group meetings
- Attend the Voluntary Sector Children's Forum and promote partnership working with other voluntary sector agencies across Falkirk district and Clackmannanshire
- Participate in multi-agency events and attend the Young Carers Alliance meetings

### Development

- Develop an activity programme for young carers that enables them to participate in new activities, gain new skills and build confidence and self esteem
- Develop resources for young carers

### Involvement

- Encourage and support young carers to articulate their views and facilitate their involvement in consultation processes
- Encourage and support young carers to be involved in the development process of the group and activity programme
- Encourage and support young carers to have their say about services and ensure they are made aware of their rights as a young carer

### Recording and monitoring

- Ensure that all legislative requirements for working with young people are met

- Ensure efficient records are kept of young carers' activities
- Record and monitor all contact with young carers and professionals
- Produce regular activity reports

### **Accountability**

- Accountable in the first instance to the Young Carers Project Manager and ultimately to the Management Committee
- Prepare regular work plans in agreement with the Young Carers Project Manager or another senior member of staff
- Maintain systems to record and monitor the activity of the service using the Carers Centres data management systems
- Participate in staff meetings
- Co-operate with the Management Committee in quality assurance exercises
- Work as part of an effective staff team to ensure the Centre functions efficiently and professionally
- Undertake any other duties relevant to the post, as reasonably required from time to time by the Young Carers Project Manager

### **Confidentiality**

The post-holder is expected to adhere to high standards of confidentiality and data-protection at all times.

### **Personal Development**

The post-holder is expected to participate in staff development and use all relevant learning opportunities to improve their personal skills.

### **Supervisory Relations**

The post-holder will receive regular support and supervision from the Young Carers Project Manager or another senior member of staff.

### **Equal Opportunities**

Central Carers Association (Falkirk & Clackmannan) is committed to being an equal opportunities employer. The post-holder will therefore be required to carry out their duties with due regard to Equal Opportunities legislation.

### **Quality Statement**

The Association is committed to running an organisation with high standards of organisational and operational practice. To that end, the Centre operates a continuous programme addressing quality issues.

### **Location**

The post will be located in the Falkirk & Clackmannanshire Carers Centre, 1a Bank Street, Falkirk, FK1 1NB. The post-holder will work across Falkirk district and Clackmannanshire.

## Person Specification

<b>Skills and experience required for this post</b>	<b>Essential</b>	<b>Desirable</b>
Educated to degree level (or equivalent) or considerable previous experience in a related field	✓	
An appreciation of, and sensitive approach towards, the needs and difficulties faced by young carers	✓	
Good telephone, listening, verbal and written skills and the ability to write reports	✓	
Ability to use own initiative and organise own work in consultation with line manager	✓	
Ability to develop and maintain effective working relationships	✓	
Sound IT skills and experience in the use of all Microsoft Office applications	✓	
Ability to drive and access to a car	✓	
Experience of working with children and young people	✓	
Experience of organising groups or activities for children and young people	✓	
Personal experience of caring or of working with carers		✓
Experience of public speaking		✓
An understanding of current legislation and policy relating to children and young people		✓
Experience of multi-agency working		✓
An understanding of GIRFEC (Getting it Right for Every Child)		✓