 THIS POST IS INITIALLY FUNDED FOR 12 MONTHS

## Post Title: Carer Support Worker (NE Fife/Levenmouth)

Part time post: 21 hours per week

Annual Leave: 20 days plus 12 public holidays (pro rata)

## Responsible to: Centre Manager

**Salary:** £ 25,002 Equivalent to SJC AP4 Salary Scale Spinal SCP 27 (pro rata)

**Location:** Based at the Fife Carers Centre, 157 Commercial Street, Kirkcaldy, KY1 2NS but as part of normal work will be expected to travel throughout Fife, particularly NE Fife and Levenmouth areas.

**“A carer is a person who, without payment, helps and supports a relative, child, neighbour or friend who could not manage without their help due to age, frailty, addiction, disability or illness”**

# **JOB PURPOSE:**

Providing a sensitive, person centred support service for carers of someone with a neurological condition (such as a brain injury, MS, Cerebral Palsy, Autism etc), primarily in NE Fife and Levenmouth, via telephone, home visits and appointments at the Carers Centre.

To develop the work of the Carers Centre by building up networks and good working relationships with other agency representatives.

To assist carers in presenting their views to the appropriate planning authorities and decision makers.

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# **CORE TASKS**

1. **Working independently with carers**

The Carer Support Worker is responsible for:

* Assisting carers maintain their physical and mental wellbeing by:
* Providing carers with a comprehensive information service to enable them to make informed choices about their own emotional, physical and economic wellbeing;
* Giving support to carers in order that they know how to access services they require to enable them to continue in their caring role;
* Assisting carers to develop self advocacy and, where necessary, advocate on the carers behalf;
* Supporting carers to identify and achieve their own outcomes using the Carer Support Planning process
* Providing carers with a benefit check, and assist with benefit applications, including form filling where necessary in order to maximise income;
* Providing a listening ear for carers;
* Identifying and making appropriate referrals to other support services and agencies;
* Helping raise monies to benefit individuals, allowing them to purchase services or goods that are not provided through mainstream funding.
* Facilitating local carer support groups, co-working with other agencies where appropriate;
* Assist with the effective running of the Carers Centre.
1. **Development of the Carers Centre**

The Carers Support Worker has shared responsibility:

* To develop and assist the Carers Centre with effective outreach work, PR and promotion and media work to identify carers, and promote the work of the Carers Centre;
* To build up network and good working relationships with other agencies;
* To record and monitor information from carers and to keep the Carers Centre data up to date.
1. **Service Promotion**

The Carer Support Worker has shared responsibility with other staff members to project the Fife Carer Centre to carers, the general public and to existing and potential partner agencies.

This could include:

* Training, presentations and networking;
* Developing links with carers, carers groups and appropriate voluntary, statutory and private agencies;
* Actively participating with appropriate networks to benefit the work of the Carers Centre and to benefit the carers of Fife;
* Ensuring the Fife Carers Centre’s information is kept up to date;
* Assisting with the ongoing development and monitoring of the work of the Carers Centre.
1. **Quality Assurance**

The Carer Support Worker has shared responsibility to work to strict quality assurance guidelines, assisting Fife Carers Centre with the continuous development of quality standards and with the implementation of appropriate quality action plans.

1. **Other responsibilities**

The Carer Support Worker will also be expected to undertake administrative duties relating to the post, and to carry out minor and non-recurring duties as arise from time to time, and to help cover Carer Centre duties as part of a team.

All employees are expected to read and abide by the organisation’s Policies and Procedures.