

Job Description

Title of Posts:	Carer Development Workers x 3
Team:	Adult Services
Location:	Based at Angus Carers Centre and working throughout Angus.
Hours:	17.5/35 hours per week
Salary:	Pt 27 – 30: £23,934 – 26,497 (pro rata)
Responsible to:	Adult Services Team Leader

Purpose of Job

To work as a member of the Angus Carers Centre Team to offer practical and emotional support to unpaid carers aged 18 plus who may be parents carers, working carers, affected by Substance Misuse or and/or who require a short break.

A key part of these roles is developing and facilitating individual and group support throughout Angus ensuring this is appropriate to specific carers as identified by the Adult Services Team.

Principle Tasks

1. Work with Carers:

- a) Undertake assessments and identify supportive interventions required to undertake their caring role.
- b) Provide a high quality information and support service; and signpost to other services as appropriate.
- c) Ensure that volunteers are appropriately supported to bring added value to carer support and activities.
- d) Provide respite or 'time out' by facilitating options, in consultation with carers.
- e) Undertake specific group work in a range of geographic areas within Angus according to identified need.
- f) Support carers to increase their levels of self-help, support and collective action to give them greater control over issues in their community.
- g) Involve carers in the design of a "What do you need to know and when" information booklet for carers in ****.
- h) Promote opportunities for developing and sustaining on-going peer support.
- i) Broaden the base of carers registered with Angus Carers Centre to include who have yet not identified as a carer and report on current unmet.
- j) Identify carers training needs at a local level and facilitate training as appropriate.

2. Relationship Development:

- a) Represent Angus Carers Centre at local events or meetings, ensuring that the organisation is regarded as at the forefront of preventative Health & Social Care in Angus.
- b) Proactively develop partnerships with referral agencies and other community, voluntary, private and statutory organisations to drive support for carers in Angus.
- c) Attend, participate and contribute to meetings, fora, committees and events, building relationships to optimise benefit for the organisation and to drive awareness of carers' issues, needs and rights.
- d) Develop and maintain relationships within the social care and health integration and community planning partnerships to promote services and encourage referrals to those services.
- e) Work with statutory and voluntary agencies to identify appropriate carers.

- f) Establish and maintain effective partner relationships.
- g) Work with a wide variety of people, demonstrate sensitivity to conflicting interests and demonstrate the capacity to develop new approaches to support the organisation's aims.
- h) Participate, as a team member, in policy developments and reviews, in-service training, information exchanges and case review meetings.
- i) Develop and maintain positive working relationships with a wide variety of organisations and individuals at all levels.
- j) Act as an ambassador for the organisation ensuring that service user confidentiality is maintained at all times.

3. Management Reporting:

- a) Maintain accurate records of all work and contacts, activities, prepare annual work plans and provide periodic written reports including evaluations of work undertaken.
- b) Maintain the office base as a friendly, welcoming place for carers to approach.
- c) Have due regard for confidentiality at all times.
- d) Carry out duties with regard to equal opportunities.
- e) Complete all necessary reports (both written and verbal).

4. Service Excellence:

- a) Develop, maintain and uphold all Angus Carers Centre policies, procedures and practices and contribute to their continuous improvement, e.g. Health & Safety, Child and Vulnerable Adults and ensure all staff adhere to these.
- b) Manage and monitor carer referrals allocated to you and ensure your workload is manageable in consultation with your manager.
- c) Working across a range of agencies, contribute to the identification of carers and maintain our register of carers to ensure that all carers registered receive appropriate support.
- d) Contribute to the delivery of appropriate training and support for carers and their families.
- e) Contribute to analysis of unmet need and the development of funding applications to build the teams capacity to meet these needs.
- f) Support carers to increase their levels of self help, support and collective action to give them greater control over issues in their community.
- g) Maintain up to date knowledge of current legislation, operating procedures and guidance affecting carers and carers' services development.

The above does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in the role. The organisation reserves the right to require employees to perform other duties from time to time.

The nature of this role means that the postholder will be in a position of trust carrying out regulated work with young people, and will therefore be required to register with the PVG Scheme in Scotland. This requirement is in line with the Protection of Vulnerable Groups (Scotland) Act 2007 and also with the Centre's own Disclosure Policy.

Reviewed by Alison Myles, CEO
2nd September 2019