**Central Carers Association**

**Job Description**

Job Title Young Carers Worker

Duration Maternity Cover until end of June 2022

Salary £23787 pro-rata

Hours 35 hours

Responsible forthe early identification of young carers, the preparation of Young Carers Statements and the provision ofneeds led support to young carers

Aims of Post

To support young carers to identify their needs, develop a Young Carers Statement and provide any support identified by the young carer to ensure they are protected from undertaking caring responsibilities and tasks which are inappropriate, having regards to their age and maturity.

Main Duties

**Information and Support**

* Carry out initial assessment home visits to ascertain the needs of the young carer and prepare a Young Carers Statement
* 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 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
* Participate in multi-agency group meetings and events and promote partnership working with other voluntary sector agencies

**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 on the Carers Centre’s information management systems
* Produce regular activity reports

Accountability

* Accountable in the first instance to the Centre Manager and ultimately to the Board of Trustees
* Prepare regular work plans in agreement with the Centre Manager or another senior member of staff
* Participate in staff meetings
* Co-operate with the Board of Trustees 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 Centre 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 Centre 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

This post will cover Falkirk district and Clackmannanshire, based in the Carers Centre, 1a Bank Street, in Falkirk, and Kilncraigs in Clackmannanshire. The ability to drive and access to a car are essential requirements of this post.

**Person Specification**

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| **Skills and experience required for this post** | **Essential** | **Desirable** |
| 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 | **✓** |  |
| 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) |  | **✓** |