



April 2022

Young Carers Development Worker – Drug & Alcohol

(Part Time – 21 hours)

Job Description, Benefits and Person Specification

Edinburgh Young Carers
Norton Park
57 Albion Road
Edinburgh EH7 5QY
Tel: 0131 475 2322

<p>The Service</p>	<p>Edinburgh Young Carers (EYC) is a charitable voluntary sector organisation formed in April 1996. EYC is incorporated as a limited company governed by a Board of Directors.</p> <p>The service was established to provide dedicated support to young carers – children and young people who provide regular and substantial caring tasks for a family member or sibling due to illness, disability or addiction in the family. The service has an annual budget of approx. £500,000.</p>
<p>Aims</p>	<ul style="list-style-type: none"> • To develop and maintain high quality, child and young person-centred support services to young people with caring responsibilities in Edinburgh • To raise awareness of young carers' needs, and to inform and assist agencies in developing appropriate support services • To ensure a rights-based ethos to the work of the service, with the active involvement and participation of young carers.
<p>Mission</p>	<ul style="list-style-type: none"> • To provide support for young carers which meets their individual and collective needs and fosters their confidence and self esteem • To work in cooperation with other agencies, such as education, social work and health for the benefit of young carers and their families. • To strive for positive changes in the policies and practice of any service used by young carers.
<p>Activities</p>	<p>EYC activities are currently focused on the following areas:</p> <ul style="list-style-type: none"> • Information Provision • Personal Development & Social Inclusion • Individual & Peer Support • Respite • Rights Work • Promoting and Adhering to the Carers (Scotland) Act 2016 • Young Carer Statement and Adult Carer Support Plan completion

<p>Job Overview</p>	<p>Edinburgh Young Carers is a lively, passionate and fun place to work. We are committed to providing a first-class service to young carers and their families and every member of the team has an equally important role to play in helping achieve this.</p> <p>Reporting to the Chief Executive, ensure that young carers aged between 5 and 25 years, caring for someone with problematic drug and/or alcohol use, are identified and provided with the support and services that they require to achieve their identified personal outcomes.</p> <p>Promote the development of a range of support services and diverse activity programmes to meet the varied needs of young carers who are caring for family members with problematic drug and/or alcohol use.</p> <p>Take a lead role in assisting Edinburgh Young Carers' service to develop expertise in meeting the needs of young carers caring for someone with problematic drug and/or alcohol problems.</p> <p>Ensure young carers are aware of their rights and promote and raise awareness of these rights with other organisations. Enable young carers to be heard, listened to and to contribute to the development of Edinburgh Young Carers' service.</p> <p>Contribute to the delivery of the Service Outcomes of the Edinburgh Young Carers service.</p> <p>Other duties as reasonably requested by the Chief Executive.</p>
<p>Key Responsibilities</p>	<p>Service Delivery To work with young carers and their families, on an individual or group basis, using a variety of interventions, to identify needs and to achieve positive outcomes:</p> <p>Individual Support</p> <ul style="list-style-type: none"> • Assess individual needs • Complete Young Carers Statements • Prepare individual person-centred development plans • Regularly review individual's progress and consequent re-evaluation • Provide written and verbal reports as appropriate • Assist young carers in articulating their needs and representing their views • Build good relationships with young carers and their families • Provide information about services, resources and sources of help for young carers with particular needs • Attend and contribute to Child/Young Person Planning meetings as necessary • Refer young carers and/or families as appropriate to other relevant support services. <p>Group Support</p> <ul style="list-style-type: none"> • Develop innovative and creative ways of working with young people, making best use of available resources • Plan, facilitate and record group work sessions • Evaluate and review group work programmes and methods

- Produce regular written reports on group developments and the progress of individual young carers within the groups
- Organise and take part in residential activities as required.

Assessment and Support Planning

Support and promote the Young Carer Statement tool to young carers, their families and the professionals working with them:

- Deliver the Young Carer Statement in partnership with the young person themselves, to ensure their identified personal outcomes and support needs are identified at the earliest possible opportunity
- Deliver the support identified within the Young Carer Statement, working with other universal and support organisations as appropriate
- Review the Young Carer Statement with the young carer on a regular, previously agreed basis, to monitor progress towards their identified personal outcomes.

Children's Rights

- Enable young carers to express their needs and wishes by adopting a child/young person-centred approach
- Enable and encourage young carers to participate in all aspects of shaping the Edinburgh Young Carers service
- Identify and develop new opportunities for the participation of young carers in the delivery of the service
- Encourage young carers to influence services provided by other agencies for example, through the Young Carers Forum.

Service Development

- Further develop expertise within Edinburgh Young Carers service in identifying and supporting young carers caring for someone with problematic drug and/or alcohol use
- Publicise and raise awareness of the needs of young carers and the Edinburgh Young Carers service with relevant organisations, agencies and local media
- Liaise with relevant organisations and agencies to identify young carers and enable young carers to access the service and other services
- At all times, in line with Getting it Right for Every Child, work with statutory and other voluntary organisations to ensure the identified personal outcomes of young carers are met
- Assist in the organisation of training, conferences, seminars and publicity events.
- Identify and highlight opportunities to develop service activities
- Support the Chief Executive to secure funds for the Edinburgh Young Carers service as required
- Work within the policy framework and programme of activities agreed by the Management Board of the Young Carers service.

Monitoring and Evaluation

- Participate in the regular monitoring and evaluation of the service and its work and highlight ideas or opportunities to develop the monitoring and evaluation framework
- Maintain records as appropriate (e.g. service enquiries, records

about individuals, management information, training and evaluation records).

General Duties

- Carry out the duties of the post with regard to Edinburgh Young Carers' policies and procedures
- Attend and contribute to regular supervision sessions and team meetings
- Maintain confidentiality over personal information relating to individual users of the service, adhering at all times to Edinburgh Young Carers' Data Protection Policy
- Undertake duties with a clear understanding of the service's policy on Child Protection, ensuring the fulfilment of individual responsibilities in the management of any child protection issue which may arise
- Assist in the management and monitoring of budgets/financial reporting and ensure financial procedures are followed
- Work as part of a team contributing to the smooth and effective running of the service
- Be primarily self-servicing including processing letters and reports, keeping appropriate records of work undertaken
- Prepare regular progress reports to Chief Executive and attend occasional Board meetings as requested
- Undertake any other duties as reasonably requested by the Management team.

Working Hours	21 hours per week, to be agreed with Chief Executive (CE). The core hours will be during office hours (9-5) however because of the nature of the work we do, some work may have to be undertaken outside office hours, including evenings and weekends. Outwith this, the hours worked during the week can be flexible subject to agreement with the CE.
Special conditions	The post entails work with vulnerable people and falls within the definition of 'regulated work' under the provision of the Protection of Vulnerable groups (Scotland) Act 2007. The post holder will require to be registered as a member of the Protection of Vulnerable Groups Scheme, which will involve a Disclosure Scotland check prior to a formal offer of employment being made.
Office Location/Base	The post is currently based at Norton Park, 57 Albion Road, Edinburgh EH7 5QY. Travel is required.
Accountability and Support	The Development Worker will be accountable to the Chief Executive. Regular support and supervision will be provided, including looking at developing skills, identifying training needs, feedback and appraisal.
Equal Opportunities	Edinburgh Young Carers service is committed to being an Equal Opportunities Employer.
Annual Holidays	Twenty-seven days and ten statutory public holidays, pro-rata.
Pension	Employees are automatically enrolled into an approved pension scheme, unless the employee decides to opt out. EYC matches employees' pension contributions by 6% of gross contributions.
Training	All employees are entitled to access appropriate training to support their role. Training and Personal Development opportunities are extensive and actively encouraged.
Staff Wellbeing	Edinburgh Young Carers is committed to supporting employee mental health and wellbeing and we operate an open and safe environment. Access to external support services and financial assistance is made available to all employees.
Cycle to Work Scheme	Edinburgh Young Carers supports employee physical wellbeing and all employees have access to a Cycle to Work Scheme, providing discounted bicycles through salary deductions.
Union	Edinburgh Young Carers recognises the right of employees to join an appropriate Trade Union.

