



# Young Carers Project

## Job Description

<b>Post Title</b>	Young Adult Carer Support Worker
<b>Responsible to</b>	Young Carers Co-ordinator
<b>Duration of Contract</b>	Initially Fixed term for 12 Months
<b>Hours of Work</b>	35 hours per week
<b>Times of Work</b>	Variable According to need, including evenings and weekends
<b>Salary</b>	£ 21,100
<b>Location</b>	Y Sort It Youth Centres and various locations within West Dunbartonshire

### Job Outline

Y sort it Young Carer Service supports young carers aged between 10-24yrs across West Dunbartonshire.

The role of the Youth Adult Support Worker will be to specifically support Young Adult Carers (16-24yrs) in making informed choices around issues that are important to them, through one to one support, group work sessions & respite.

You will assess the Young Adult Carers needs including the impact of their caring role, on their employment, education and training prospects and connect them to support and access opportunities to learn and grow.

We aim to support Young Adult Carers through a range of measures to alleviate their caring role and your role will be to work closely with schools, partner agencies and family members.

The post holder should be flexible as the actual times of work will involve working, evenings, school holidays and weekends. The post holder should be flexible as the actual times of work may change to respond to the demands of the work of the Young Carers Service including overnight stays for respite.

### Main Duties

- Develop and deliver quality support services for young adult carers through a variety of approaches including 1-2-1 targeted support, group activities and respite opportunities
- Identify training to enhance job opportunities Assist young people with job searches, completing job and college applications, writing personal statements and CVs
- Provide support for young adult carers on a one to one basis and support them in making informed choices around issues relating to their caring role and their future prospects.
- Undertake need assessments and care planning techniques which include focussing on personal outcomes important to Young Adult Carers and their families.
- Advocate on behalf of young adult carers on a range of issues responding to individual needs
- Maximise a Young Adult Carers income by supporting them to apply for a Young Carers

Grant.

- Develop and deliver issue-based group work and training for young adult carers around a range of key issues according to need.
- Liaise with partner agency staff for the purposes of seamless referral of young adult carers as appropriate.
- Engage with partner agency staff in the delivery of services.
- Ensure support for young adult carers is reviewed ensuring ongoing provision of information and contact so changes in need are identified and the most appropriate support offered
- Identify support for young adult carers, including learning opportunities, training to address carers' needs, and plan and deliver such support, working as appropriate with colleagues to maximise outcomes for young adult carers
- Carry out development work and delivery of further information and support based projects for young adult carers throughout West Dunbartonshire as identified by Y sort it according to the needs of young people.
- Ensure support for carers is reviewed ensuring ongoing provision of information and contact so changes in need are identified and the most appropriate support offered
- Work with secondary schools, colleges and universities to support Young Adult Carers
- Deliver a range of workshops and school/college drop ins and training; this may include sibling and carers workshops, peer mentor training as well as specific training identified.
- In collaboration with colleagues, develop and maintain a schedule of awareness and or promotion initiatives for young Adult carers
- Work with colleagues and the young carers' team to identify areas of unmet need, develop ideas and contribute to plans and funding options to address need.
- Keep up to date with changes in legislation and local services which may affect the lives of carers and/or impact our service
- Ensure expenditure is maintained within budgetary constraints
- Support outreach and awareness raising work, for example in Carers Week

### **Administration**

- Organise and manage your workload in an effective and efficient manner.
- Provide quality feedback, both written and oral, on your work as required by your line manager.
- Keep orderly and confidential records of all work completed and ongoing for individual carers.
- Keep up to date records of your work as directed by your line manager.
- Produce information, data and analysis for quarterly and annual reports
- Collect data and monitor and evaluate activities to ensure outcomes are achieved and documented for young carers
- Ensure availability diaries and timesheets for your own work, are submitted weekly by the appropriate deadlines.

### **Training and Development**

- Engage in team meetings, focus groups and monitoring and evaluation meetings for efficient running of the organisation and its services.
- Engage in support and supervision and annual appraisal with your line manager.
- Undertake appropriate training as directed by your line manager.

### **Other Duties**

- Keep appropriate records in line with Y sort its policies and procedures if handling cash and authorised expenditure.
- Ensure self compliance with Y sort its policies and procedures including, but not exclusively, Code of Conduct for Employees, Health & Safety, Confidentiality, and Child Protection.
- Co-operate with the introduction of new procedures and/or new equipment/technology.
- The duties of the post may change from time to time without altering the general character or responsibilities entailed.