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**HELENSBURGH & LOMOND CARERS SCIO**

**JOB DESCRIPTION**

**Job Title**

Young Carer Support Worker

**Employer**

Helensburgh and Lomond Carers SCIO

Lomond House

29 Lomond Street

Helensburgh G84 7PW

**Hours**

Full –Time/35 hours per week

**Duration**

2 Years

This main funder for this post is BBC Children in Need. Efforts are being made to secure funding to sustain the post beyond this time frame.

**Place of work**

The post holder will be based at Lomond House, Helensburgh, but is expected to travel throughout the Helensburgh and Lomond area to support the development and work of the young carers service. There is a requirement to attend meetings, conferences, events and training opportunities, which may occasionally involve travelling to locations elsewhere. The successful candidate will attend social activities, events and residentials which may entail being away from home overnight.

**Reports to**

For the purposes of day to day line management, the post holder reports to the Senior Young Carers Support Worker (SYCSW), who is accountable to the Manager and Management Committee of the Charity in respect of all employment related matters.

**Salary**

£27,442

**Job Role**

To support the development and work of the Helensburgh and Lomond Young Carers, under the direction and supervision of the SYCSW. This will include identifying young carers, understanding their circumstances, Completing young carer statements, working with young carers and their families and organising, supervising and delivering services for individual and groups of young carers at locations across Helensburgh and Lomond. The post holder will also assist to establish effective working relationships with statutory and voluntary organisations that have a responsibility for supporting young people, which may involve options for joint service delivery. The post holder will assist with the supervision and mentoring of sessional workers and volunteers engaged by the Charity to support the young carers service.

Registered Scottish Charity No. SC033382. A Scottish Charitable Incorporated Organisation Updated March 2022

**Purpose**

The main purposes of the role are:

To offer and complete young carers statements.

To identify young carers and their ongoing circumstances and needs.

To promote the interests of young carers in Helensburgh and Lomond and help achieve positive outcomes for them and their families.

To raise awareness of young carers and their needs in all services.

To assist organise and run events and activities to address the needs of young carers including those living in rural areas of Helensburgh and Lomond.

To work in partnership with young carers, their parents and professionals to ensure that GIRFEC, Shanarri Indicator’s, Curriculum for Excellence and Additional Support for Learning policies are being applied to young carers.

**Core Tasks/Job Activities**

To identify young carers and ensure their young carers statements are completed, monitored and reviewed.

To work to a plan agreed with the SYCSW and undertake appropriate duties as required.

To link with local statutory and voluntary organisations that have contact with young people and work collaboratively with them in delivering services to young carers.

To involve young people in the running of the young carers service.

To provide information, advice and support to young carers and their families and assist them in developing their own networks of support.

To assist in the planning, provision and delivery of a programme of events, activities and training for individual and groups of young carers.

To facilitate leisure activities, outings and short breaks from caring and an opportunity to meet other young carers and encourage peer support.

To provide access to opportunities for the personal growth, confidence building and education of young carers and a menu of other development options for them to choose from.

To signpost and act as an advocate for young carers in relation to partner organisations that may be able to assist in removing inappropriate caring responsibilities or reducing the burden of care placed upon them.

To assist, mentor and give guidance to Sessional Workers and Volunteers involved in the delivery of support services for young carers.

To work as part of an effective staff team to ensure the Centre functions efficiently and professionally.

To undertake any other tasks appropriate to the role, as directed by the SYCSW.

**Professional Responsibilities**

To ensure that accurate statistical records are maintained in order to inform service evaluation and meet the information requirements of funders.

To undertake personal development and training as required in line with designated responsibilities.

To contribute to the production of newsletters/annual reports of Helensburgh and Lomond Carers as required.

**Compliance**

The post holder is required to comply with all relevant statutory and regulatory requirements in fulfilling the Core Tasks/Job Activities described above, as well as the Policies and Procedures adopted by Helensburgh and Lomond Carers SCIO.

**Complexity**

The post holder will be expected to work on their own initiative and as part of a team and have proven experience of managing their own workload. They will require sound organisational skills, ability to take the lead in introducing new initiatives, to prioritise work and meet deadlines as and when required. The post involves regular contact with young carers and their families, local authority, health and voluntary sector professionals at all levels.

**Additional duties**

Team working is essential to the smooth running of Helensburgh and Lomond Carers. It is the nature of the work that at times, responsibilities and tasks may be unpredictable and varied. When the occasion arises, staff are expected to work in a flexible way.

**Additional hours**

In order to meet Helensburgh and Lomond Carers service requirements, there will be a requirement to work additional hours and staff are expected to co-operate with any reasonable request. Payments for additional hours worked, out-of-hours or weekend working will be in accordance with the post holder’s contract.

**Annual Leave and Pension**

The basic annual leave entitlement for full-time staff working 35 hours per week is 20 days per annum in addition to 12 public holidays per annum (pro rata for part time staff). The Charity offers a workplace pension scheme with Aviva and will contribute 4% of your basic salary to the scheme. You will be required to contribute 5%. You have a right to opt out if you do not wish to join.

**Special Conditions**

A full driving licence and access to a motor vehicle is desirable for this post. A casual car users allowance is available to reimburse mileage.

The post entails work with vulnerable people and falls within the definition of ‘regulated work’ under the provisions of the Protection of Vulnerable Groups (Scotland) Act 2007. Appointment will be subject to a satisfactory Disclosure (PVG).

This job description is indicative of the nature and level of responsibilities associated with this job. It is not exhaustive and the job holder will be required to undertake other duties and responsibilities commensurate with the grade or as directed by the SYCSW/Manager.