



## **ADULT CARERS SUPPORT & DEVELOPMENT WORKER**

### **JOB DESCRIPTION**

#### **DIRECT SUPPORT**

- provide a range of practical and emotional supports to meet the needs of local carers
- work in partnership with carers to assess their needs and develop a person-centred support plan to meet short and longer term outcomes
- provide emotional support to carers individually and in groups.
- signpost carers to relevant statutory & voluntary services where appropriate
- provide information on grants & benefits to maximize income and assist with application process
- support our Autism Family Worker with provision of our Autism Family Project (training provided)
- facilitate a range of support groups relevant to the needs of different carer groups, including older carers, male carers and parents of adults with disabilities

#### **SERVICE SUPPORT**

- maintain accurate records on our Carers Information System
- assist with written funding applications and collate information and reports for grant making and funding bodies
- organise and co-ordinate a range of activities including training programmes, health & wellbeing sessions, surgeries and consultation events
- monitor and evaluate all aspects of our services and ensure services continue to evolve and grow in line with carer needs and are always relevant
- contribute to planning and development of Carers Hub services
- develop and sustain supportive contacts with carers, carers' groups and relevant organisations
- assist in the planning and organizations of conferences, seminars and training events to raise awareness about carers' issues

#### **MANAGEMENT/ORGANISATIONAL RESPONSIBILITIES**

- prepare regular work plans & reports as agreed with the Carers Hub Manager
- actively engage in support & supervision with the Hub Manager
- work within the Centre's professional policies & practice guidelines and to participate in promotion of Health & Safety within the Centre
- communicate and work positively and collaboratively with colleagues to achieve shared goals

#### **PARTNERSHIP & DEVELOPMENT**

Promote and develop the service in the wider community via;

- partnerships with voluntary and statutory organisations to assist the development of services to best meet carers' needs
- attend community meetings & events to facilitate opportunities for identification of hidden carers and raise awareness of the Carers Hub and its services.
- source external training and information sessions that will equip and empower carers in their caring role
- liaise with any other supporting agencies (for example NCO's) and participate in networks relevant to the post.

Undertake all other duties as are required and are appropriate. This is an office-based position.