

PARENT CARER & AUTISM FAMILY SUPPORT WORKER

JOB DESCRIPTION

This is a dual role supporting our large number of parents/carers of someone with Autism Spectrum Condition and parent/carers of pre-school or school-age child or adult son/daughter with any other disability or condition.

SUPPORT SERVICES

- work in partnership with carers to assess their needs and develop a person-centred practical and emotional supports to meet their short & longer term outcomes
- signpost carers to relevant statutory & voluntary services where appropriate
- provide information on grants & benefits to maximize income and assist with application process
- planning and coordinating a range of training to promote skills and understanding
- planning and coordinating a programme of information sessions, health & wellbeing and surgeries that will equip and empower parent carers in their caring role and help achieve family cohesion.
- facilitating a range of peer support groups relevant to the needs of different parent carer groups
- supporting parent carers to attend meetings with relevant statutory and voluntary services
- completing carer forms including grant requests, family fund and blue badge forms

SERVICE MANAGEMENT

- maintain accurate records on our Charitylog Carers Information System (training will be provided)
- assist with written funding applications and collate information and reports for grant making and funding bodies
- managing budgets/service expenditure in conjunction with Hub Manager
- helping with strategic planning for the development of the Parent Carer & Autism Family Project
- 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
- providing reports to line manager and preparing paperwork as required
- liaising with support agencies (voluntary & statutory) to develop good partnership working and to promote the service
- participating in relevant meetings and steering groups and consultations
- monitoring and evaluating all aspects of the Parent Carer Project to ensure good practice
- ensuring the implementation of policies and procedures, including Health & Safety, for the well-being of volunteers and service users
- communicate and work positively and collaboratively with colleagues to achieve shared goals
- attend community meetings & events to facilitate opportunities for identification of hidden carers and raise awareness of the Carers Hub and its services.

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

