Job Description

**Title:** Young Carers Worker

**Organisation:**  Glasgow North East Carers Centre

**Responsible to:** Centre Manager

**Job Purpose:**  To co-ordinate and deliver a wide range of services to Young Carers and their families which will reduce caring responsibilities and their impact. Services will be delivered via a range of methods including one to one supports, family supports and appropriate groupwork activities, ensuring Young Carers have access to the same social, recreational and educational opportunities as other young people without caring responsibilities. This will include working in partnership with a range of statutory, voluntary and community organisations.

**Main Tasks:**

* To work in partnership with a range of Statutory, Voluntary and Community Organisations in identifying Young Carers and providing them with access to supports and services.
* To facilitate social, educational, recreational, and support activities via Young Carer Peer Support Groups
* Undertake assessment and care planning techniques which include focussing on personal outcomes important to Young Carers and their families.
* To ensure that effective records are kept relating to all activities undertaken
* Contribute to finance and fundraising opportunities which support the Centre's services
* To attend and contribute to relevant meetings and any related working groups
* To contribute to team spirit and effective communication within the organisation
* To prepare reports as required by the Centre Manager
* To contribute to health and safety within the Centre
* To participate in all aspects of publicity for the Centre, contributing to promotions and events and raising awareness of the project and it’s services when necessary
* To support publicity of the Centre through awareness raising work including social media and the participation in local community networks

# General

* To support and maintain the underpinning standards and principles of service of Glasgow North East Carers Centre, our funders and partner agencies
* To work within Glasgow North East Carers Centre’s professional and administrative policies and practice guidelines
* To communicate with colleagues, carers and other agencies helpfully, professionally and courteously.
* To undertake such other duties as are required and are appropriate to the post

**NB** The above Job Description will be reviewed on an annual basis and may change as necessary with prior negotiation.