

# Y sort it



## Job Description

Post Title: **Young Carers Support Worker**

Location: **West Dunbartonshire**

Term: **18 Month Fixed Contract**

Reports To: **Y sort it Young Carer Manager**

Salary Scale: **£24,581 - £26,860**

Hours: **Full Time (35Hrs) or Part time positions available**

### Job Description

We are looking for a dedicated and motivated individuals to join our team. Y sort it Young Carers Service supports young carers/ young adult carers aged between 8-18 years across West Dunbartonshire.

This exciting post offers a unique opportunity to work with Young Carers within school, home & community based settings. The role of the Young Carer Support Worker will be to support young carers in making informed choices around issues that are important to them, through one to one, group work sessions & respite.

You will be offering and completing Young Carers Statements (Assessments), developing support plans, providing advice and information, training, and peer support to help young carers with their caring role.

Young carers are supported through a range of measures to alleviate the caring role and your role will be to work closely with schools, partner agencies and family members to ensure they are able to be a young person first and foremost.

You will be active at providing support and encouragement, helping them to overcome challenges and /or barriers working towards goals to improve their learning, skills and personal development. Offering guidance, rights based information, creating learning opportunities. You will be developing support plans, providing advice and information, training and peer support. 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.

You will be directly managed by Y sort it Young Carer Manager.

## **Purpose and Objectives**

Y sort it Young Carers Service aims to support young people within West Dunbartonshire who play a caring role within their family.

The postholder will provide critical support to Y sort it, schools, and communities to drive West Dunbartonshire's Carers Strategy & Integrated Children's Services Plan for Young Carers.

Y sort it Young Carers Services aims to provide:

**Information & Awareness** – Improve the awareness & visibility of Young Carers within West Dunbartonshire, encouraging our schools, partners and community to help identify Young Carers early & ensure that information is available in regards to support that can be offered.

**Support & Involvement** - Support Young Carers by offering 1-2-1 support, offering each young carer the opportunity to complete a Young Carers Statement to identify their support needs and personal outcomes. We involve them in the planning of their support, with their needs being reviewed on a regular basis. We aim to ensure young carers are listened to & heard – we aim to engage and consult with young carers on issues important to them, influencing local and national policy and planning.

**Short Breaks & Respite** – Provide opportunities for Young Carers to have a break from their caring role, be a young person first and foremost – Y sort it provides weekly groups sessions, Drop in's, Day Trips, Overnight residentials and Holiday programs. These are opportunities for Young Carers to meet other Young Carers (Peer Support), try new things, learn new skills and have fun.

## **Requirements**

You will have a relevant qualification or evidence of previous experience working within social work, healthcare or youth/community/ voluntary work or in the field of Health Promotion, or relevant / equivalent experience, working with children, young people and / or families.

Please note, a driving license is essential for this role.

## **Responsibilities:**

You will have an awareness/experience of primary prevention approaches, developing learning opportunities and providing support either 1-2-1 or groups settings. You will have excellent oral and written communication skills with the ability to communicate with a variety of stakeholders, good interpersonal skills. You will have good assessment and

reporting skills with the ability to work with members of the public, to work without constant supervision.

Please note, a driving license is essential for this role.

This post is considered Regulated Work with Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. The preferred candidates will be required to join the PVG Scheme, or undergo a PVG Scheme update check, prior to a formal offer of employment being made by Y sort it.

## **Main Role & Key Duties**

- Developing and delivering quality support services for young carers through a variety of approaches including group activities, 1-2-1 targeted support and respite opportunities
- Providing support for young people on a one to one basis and support them in making informed choices around issues relating to their caring role and as a young person.
- Undertaking need assessments and care planning techniques which include focussing on personal outcomes important to Young Carers and their families.
- Advocating on behalf of young people on a range of issues responding to individual needs
- Developing and delivering issue-based group work and training for young carers around a range of key issues according to need.
- Liaising with partner agency staff for the purposes of seamless referral of young carers as appropriate
- Ensuring support for carers is reviewed ensuring ongoing provision of information and contact so changes in need are identified and the most appropriate support offered
- Identifying where group support, including youth clubs, workshops, training and learning, will address carers' needs, and plan and deliver such support, working as appropriate with colleagues and volunteers to maximise outcomes for carers
- Carrying out development work and delivery of further information and support based projects for young carers throughout West Dunbartonshire as identified by Y sort it according to the needs of young people.
- Working with schools (inc primary, secondary,) to identify and support Young Carers; this may include developing, planning and delivering assemblies, attending school events to raise awareness of young carers with pupils and teaching staff, working with/supporting young carers; identifying link workers to help raise awareness of young carers in schools; encouraging schools to share good practices and experiences.
- Delivering 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 carers
- Working 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.
- Keeping up to date with changes in legislation and local services which may affect the lives of carers and/or impact our service

- Ensuring expenditure is maintained within budgetary constraints
- Supporting outreach and awareness raising work, for example in Carers Week
- You must demonstrate recent knowledge and experience of the Carers Act, the Promise, GIRFEC (Getting it Right for Every Child), UNCRC (United Nations Convention on the Rights of the Child).

### **Administration**

- Organise and manage your workload in an effective and efficient manner including case management
- 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
- Work towards all Key Performance Indicators set by your line manager.
- 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.

## **Skills & Abilities**

- Ability to empathise with, and relate to, young people.
- Ability to engage young people & families
- Good teamwork approach
- Commitment to self-development and learning
- Excellent administrative & IT skills including Microsoft office
- Supportive and enabling approach
- Ability to demonstrate initiative
- Ability to prioritise and organise own workload
- Excellent communication and interpersonal skills.
- Ability to be responsive and flexible.

## **About us**

“Y sort it is a young person led service, providing opportunities that responds to the support needs of local young people and inspires them to reach their full potential- we will #Connect # Support #Inspire WD Young people”.

Y sort it Youth project is aimed at young people aged between 8-18 years old that reside within West Dunbartonshire. We are unique in the fact that Y sort is governed by a Youth Management Board, with all members registered as company directors. This ensures that Y sort it continues to be FOR young people BY young people of West Dunbartonshire.

Young people of West Dunbartonshire will reach their full potential through learning and have the capacity to make informed choices and play a key role in decisions that affect their lives.

## **Application notes**

Application deadline is 29<sup>th</sup> July 2024

Interviews will be held on the 5<sup>th</sup> Aug 2024

Late applications will not be accepted.

To apply for this role, please read the application guidance and send completed application form by email to [info@ysortit.com](mailto:info@ysortit.com)

If you would like a confidential discussion about this role please contact Holly Allison, Young Carer manager [holly@ysortit.com](mailto:holly@ysortit.com) (Mobile) 07598056811