



JOB DESCRIPTION

TITLE:

SHORT BREAKS CO-ORDINATOR, 28HRS PER WEEK

SERVICE:

CARERS OF WEST DUNBARTONSHIRE

RESPONSIBLE TO:

OPERATIONAL MANAGER

JOB PURPOSE:

TO DEVELOP AND CO-ORDINATE SHORT BREAKS PROVISION FOR UNPAD CARERS IN WEST DUNBARTONSHIRE

KEY RESPONSIBILITIES:

1. To develop and manage short breaks provision in response to individual needs.
2. To develop and promote Respite locally
3. To assist in the identification of carers through links with Health and Social Care Partnership, Third sector and other partners.
4. To focus on harder to reach groups e.g. LGBTQ+ and Minority Ethnic groups
5. To listen to the carer and cared for to build a personalised short break
6. To ensure that effective records are kept relating to activities undertaken.

MAIN TASKS

Services:

1. To identify and support carers who are most at risk of social isolation.
2. To increase the number of carers within harder to reach groups to have access to support in the form of short breaks
3. To ensure that the short break/replacement care is tailored to individual needs.
4. To liaise and work in partnership with carers, cared for, statutory organisations, voluntary agencies
5. To develop Respite opportunities locally by working with the local hospitality & tourism sector

6. To provide information, advice and assistance on short breaks to meet individual needs through Adult Carers Support Planning.
7. To participate in any social, educational, recreational, training and support activities as required.
8. To attend and contribute to relevant meetings and any related working groups.
9. To contribute to team spirit and effective communication within the service.
10. To monitor the effectiveness of the short breaks project and prepare reports as required by the Operational Manager.
11. To contribute to Health and Safety within the service.
12. To maintain accurate records using our online data recording system.

Carer Involvement, Awareness Raising and Networking:

1. To create and develop short break/replacement care opportunities.
2. To participate in networks as relevant to the function and duties of the post.
3. To participate in all aspects of publicity, contributing to promotions/events and raising awareness of the project and what it offers.
4. To assist in developing materials including promotional literature about the short breaks project

General:

1. To undertake such other duties as are required and are appropriate to the post.
2. To work within Carers of West Dunbartonshire's professional and administrative policies and practice guidelines.
3. To carry out all duties with due regard for confidentiality and equal opportunities.

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

PERSON SPECIFICATION

DESIGNATION:

SHORT BREAKS CO-ORDINATOR

SERVICE:

CARERS OF WEST DUNBARTONSHIRE

	Essential	Desirable
Educational/Professional Qualification Relevant qualification in social work, healthcare or community work	✓	
Career Experience 1. Experience in relevant field 2. Experience of working with carers	✓	✓
Knowledge of 1. Needs of carers 2. Current policy and trends in carers issues, community care, health and social services 3. Of hospitality, tourism and replacement care opportunities	✓ ✓	✓
Skills/Aptitudes 1. Good teamwork 2. Commitment to self-development and learning 3. Interpersonal skills 4. Good verbal and written communication skills 5. Good IT skills, including proficient in using Microsoft 6. Presentational skills 7. Enabling approach promoting personalisation 8. Contributing to innovation and change 9. Promoting participation and service user involvement 10. Developing anti-discriminatory practice	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓
Personal circumstances 1. Willingness to be flexible about hours of work 2. Regular car driver and access to a car	✓	✓