**JOB DESCRIPTION –** Parent Carer Support Worker

**Post Title:** Parent Carer Support Worker

**Hours**: Part Time – 28 hours per week

**Salary**: £28,430.59 per annum pro rata

**Contract**: Fixed term for three years (subject to funding)

**Annual Leave**: 20 days plus 12 public holidays

**Responsible to**: General Manager

Location: Based at Fife Carers Centre, 157 Commercial Street, Kirkcaldy, KY1 2NS, with travel throughout Fife for home visits and community-based support.

## JOB PURPOSE:

The Parent Carer Support Worker will provide dedicated support to parents and guardians who care for children and young people with additional support needs. This role offers personalised advice, practical assistance, emotional support, and access to peer networks to improve wellbeing and reduce isolation among parent carers.

### ****CORE TASKS****

#### ****Working independently with Parent/Gurdian Carers****

The Parent Carer Support Worker is responsible for:

* Assess individual need through **Adult Carer Support Planning** to ensure appropriate services and support are identified.
* Assisting parent carers to maintain their physical and mental wellbeing.
* Providing a comprehensive, up-to-date information service to enable parent carers to make informed choices about their emotional, physical, and financial wellbeing.
* Offering individual and group support to parent carers and guardians so they feel equipped to access the services they need.
* Supporting parent carers to develop self-advocacy skills and, where necessary, advocate on their behalf.
* Carrying out benefit checks and assisting with applications to ensure families are receiving their entitlements, including help with form filling.
* Providing a safe space and listening ear for parent carers dealing with stress, isolation, or uncertainty.
* Identifying when specialist input is needed and making appropriate referrals to other services and agencies.
* Supporting applications for discretionary funds or grants to help families access goods or services not available through statutory provision.
* Facilitating parent carer support groups and working alongside other agencies to co-deliver group activities where appropriate.
* Contributing to the smooth and effective running of the Carers Centre.

#### ****2. Development of the Carers Centre’s Parent Carer Support Service****

The Parent Carer Support Worker shares responsibility to:

* Support the development of outreach, PR, promotion, and partnership work to **identify hidden parent carers** and raise awareness of the support available.
* Establish and maintain positive working relationships with local agencies, schools, health professionals, and community groups.
* Record and monitor relevant information and data from families, maintaining accurate and up-to-date records in line with organisational systems.

#### ****3. Service Promotion****

In collaboration with the wider team, the Parent Carer Support Worker will:

* Help raise the profile of Fife Carers Centre through networking, training delivery, and presentations to external stakeholders.
* Build and maintain strong connections with parent carers, peer groups, and relevant voluntary, statutory, and private sector organisations.
* Represent the organisation in local networks and community development networks, contributing to wider carer strategy and visibility.
* Ensure promotional materials and resources remain current and accessible to families and partners.
* Assist in the ongoing development and review of the Parent Carer Support Worker role and contribute to internal evaluation processes.

#### ****4. Quality Assurance****

The Parent Carer Support Worker is expected to:

* Contribute to continuous service improvement by participating in quality assurance activity and adhering to agreed action plans.
* Reflect on practice, contribute to team learning, and help shape the service in response to changing needs and demands.

#### ****5. Other Responsibilities****

The Parent Carer Support Worker will also be expected to:

* Undertake administrative tasks linked to the role, including case recording, communications, and resource maintenance.
* Participate in regular supervision, team meetings, and training opportunities as required.
* Support the broader work of the Carers Centre and help cover centre duties as part of a collaborative team approach.
* Read and adhere to all organisational policies and procedures.