



JOB DESCRIPTION

TITLE:

CARER SUPPORT WORKER – FOR THOSE WITH MULTIPLE CARING RESPONSIBILITIES

SERVICE:

CARERS OF WEST DUNBARTONSHIRE

RESPONSIBLE TO:

OPERATIONAL MANAGER

KEY RESPONSIBILITIES:

1. To provide direct support to carers who have caring responsibilities for more than one person
2. To assist in the development of services in response to carers needs, including support opportunities for carers who are in employment or education.
3. To assist in the early identification of carers through links with West Dunbartonshire HSCP colleagues.
4. To assist in the implementation of Carers (Scotland) Act including the promotion of carers' rights to assessment.
5. To ensure that effective records are kept relating to all activities undertaken.
6. To work in partnership with local organisations to promote carer awareness.

MAIN TASKS

Services:

1. To identify and make contact with carers in West Dunbartonshire.
2. To liaise and work in partnership with carers, statutory and voluntary agencies.
3. To provide information, advice and assistance, including help to maximise income where required, to meet individual needs.
4. To participate in any social, educational, recreational, training and support activities as required.
5. To attend and contribute to relevant meetings and any related working groups.
6. To contribute to team spirit and effective communication within the service.
7. To prepare reports as required by the Operational Manager.
8. To contribute to Health and Safety within the service.
9. To maintain accurate records of all work and carer contacts, in line with GDPR.
10. To carry out all duties with due regard for confidentiality and equal opportunities.

Carer Involvement, Awareness Raising and Networking:

1. To create opportunities and provide support to carers to be involved in all aspects of the service.
2. To participate in local engagement networks as relevant to the function and duties of the post.
3. To participate in all aspects of publicity, contributing to promotions and events and raising awareness of the service and what it offers.

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

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

PERSON SPECIFICATION

DESIGNATION:

CARER SUPPORT WORKER – FOR THOSE WITH MULTIPLE CARING RESPONSIBILITIES

	Essential	Desirable
Educational/Professional Qualification Relevant qualification in social work, healthcare or community work		✓
Career Experience 1. Experience in relevant field	✓	
Knowledge of - Needs of carers and relevant legislation - Current policy and trends in carers issues, community care health and social services - Welfare Benefits system - Needs of carers in employment and/or education - Knowledge of trauma informed practice	✓ ✓ ✓ ✓ ✓	✓
Skills/Aptitudes - Good teamwork - Commitment to self-development and learning - Interpersonal skills - Good verbal and written communication skills - Group work - Enabling approach - Contributing to innovation and change - Promoting enterprise, participation and consumer involvement - Developing anti-discriminatory practice	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓
Personal circumstances - Willingness to be flexible about hours of work - Regular car driver and access to a car	✓ ✓	