



Job Description Young Carer Support Worker (Sessional)

Ref: YCSW(S)0917

- Job Title:** Young Carer Support Worker (Sessional)
- Job Purpose:** To identify and deliver appropriate support to young, sibling and young adult carers in Bedfordshire.
- Job Context:** *Carers in Bedfordshire* is a registered charity that is governed by Carers, for Carers. Its work is to ensure carers are properly valued and supported by the government and the community, thus enabling them to perform their caring role as effectively and happily as possible.
- Reports to:** Young Carer Support Lead
- Job Grade/Salary:** Grade 3 £11.02 per hour, plus holiday pay
- Hours:** By assignment; services are delivered between 8.30 and 5pm Monday to Friday. Some activities and services take place during evenings and weekends
- Team members:** Sibling Coordinator
Young Carer Support Workers (permanent and sessional)
Administrator
Volunteers
- Location:** Carers in Bedfordshire's Bedford Office,
Suite K, Sandland Court, Pilgrim Centre, Brickhill Drive,
Bedford MK41 7PZ
The role may require occasional working at Carers in Bedfordshire's other offices and attendance at other venues to attend CiB activities and meetings

Duties and responsibilities:

- Identify, assess needs and provide support to young carers. This may include but not be limited to: conducting preliminary assessments using appropriate tools, supply of information, signposting/referral to schools, other agencies and organisations as well as colleagues within Carers in Bedfordshire, provision of emotional support
- Support young carers to access statutory, public and other voluntary services within Bedfordshire when appropriate.
- Ensure support for carers is reviewed ensuring ongoing provision of information and contact so changes in need are identified and the most appropriate support offered
- Identify where group support, including young carer 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
- Deliver 1 to1 support as appropriate to carers, in line with internal processes and eligibility
- As requested, work with schools (inc primary, secondary, academies) to identify and support Young Carers; this may include developing, plan and deliver assemblies, attending open/parents evenings to raise awareness of young carers with pupils and teaching staff
- Produce information, data and analysis for quarterly and annual reports
- In collaboration with colleagues, develop and maintain a schedule of awareness and or promotion initiatives for young carers

- Work with colleagues to identify areas of unmet need and develop ideas and projects; contribute to securing funding as required
- Collect data and monitor and evaluate activities to ensure outcomes are achieved, and documented
- Ensure the service operates within local Safeguarding Board practice; engage in training and apply appropriate safeguarding practice
- Keep up to date with changes in legislation and local services which may affect the lives of carers and/or impact our service
- Keep orderly and confidential records of all work completed and ongoing for individual carers, ensuring continuity of services for them in your absence.
- Ensure expenditure is maintained within budgetary constraints
- Represent Carers in Bedfordshire and act as a local ambassador for carers
- Support outreach and awareness raising work, for example in Carers Week

Other responsibilities

- Ensure personal information is collected, stored, and managed appropriately within confidentiality and data protection requirements
- Ensure central information systems are up-to-date including shared and personal calendars
- Adhere to Carers in Bedfordshire's standards, policies and procedures
- Participate in training and other organisational briefings and activities and maintain an up to date knowledge of carers' needs and Carers in Bedfordshire's services
- Attend regular supervision sessions and staff/team meetings
- Undertake such personal training as may be required to keep up to date and fulfil professional requirements
- Have a collaborative and flexible approach to work
- Some evening and weekend working is expected as part of your normal designated hours, and occasional nights away from home may be required

Additional Duties:

It is the very nature of the work that tasks and responsibilities are, in many circumstances, unpredictable and varied. All employees are therefore required to work in a flexible way when the occasion arises, so that tasks which are not specifically covered by your job description are undertaken. These additional duties will normally be to cover unforeseen circumstances or changes in work and will usually be compatible with your regular type of work.

Responsibility:

You will be responsible to the Young Carer Lead and, ultimately, to the Board of Directors.



Person Specification Young Carer Support Worker (Sessional)

	Essential Criteria	Desirable Criteria
1. Qualifications	<p>Honours degree or equivalent in a relevant subject or equivalent professional experience</p> <p>G.C.S.E or equivalent English Language and Mathematics</p>	<p>Postgraduate or professional qualification in a relevant subject</p>
2. Relevant Experience and knowledge	<p>Experience of delivering a service for young people</p> <p>Understanding of and sensitivity to the needs and difficulties faced by young carers, siblings and families affected by a caring role</p> <p>Knowledge of the legal implications of working with young and vulnerable people including confidentiality, safeguarding of children and vulnerable people, health and safety and data protection</p> <p>Experience of an outcomes approach to measuring performance</p> <p>Experience collecting client feedback on activities and preparing activity reports</p> <p>Experience of collaborative/multi-agency working</p> <p>Experience of using the Early Help Assessment (EHA) and other practice too</p> <p>Experience working with people from diverse and/or difficult backgrounds</p> <p>Competence with Microsoft Office systems to manage daily activity</p> <p>Experience using client database</p>	<p>Experience working in a commissioned not-for-profit environment</p> <p>Familiarity with the Multidimensional Assessment of Caring Activities (MACA), Positive and Negative Outcomes of Caring (PANOC) and Post Intervention Self Assessment (PISA) tools</p> <p>Familiarity with Carers Assessments, Carers Rights, and relevant legislation pertaining to Carers issues</p> <p>Experience of working with volunteers and their role in delivering services</p>
3. Skills, Abilities and Qualities	<p>Effective and sensitive communication and advocacy skills in writing and verbally, to clients, stakeholders and colleagues</p> <p>Aptitude in finding creative solutions to complex problems</p> <p>Ability to work without constant supervision</p> <p>The skills and resilience occasionally to</p>	<p>A current first aid certificate</p>

	<p>cope with distressing situations.</p> <p>Effective time management and prioritizing skills</p> <p>Demonstrates client focus</p> <p>Effective in collecting and sharing data</p> <p>A commitment to equal opportunities and a sensitivity to the needs of young people and families from diverse backgrounds</p> <p>Willingness to adapt practice continually in response to experience</p> <p>Full clean driving licence and access to a car with business insurance</p> <p>Good general health</p> <p>Proven reliability and professionalism</p>	
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This post is subject to a fully enhanced DBS check.