



Job Description/Person Specification

Post:	Parent Carers Assessment Practitioner
Hours:	16 hours (12 month contract – with possibility of continuation funding)
Salary:	£21,420 pro rata
Job Purpose:	To provide assessments and support plans to parents of children (under 18 years) with disabilities and/or additional needs. You will explore the impact of caring on parents lives, keeping their physical, mental and emotional wellbeing at the heart of the assessment. Further to this, you will achieve support plans that meet their needs and exercise choice and control.

The project aims to increase networks of support, independence and the resilience of parent carer’s in Solihull.

Functions specific to this role

- 1.1 Set up a project aimed at delivering assessments and support plans to parent Carers in Solihull
- 1.2 Engage and work positively in partnership with health and social care, community settings, third sector, families and the market of providers in Solihull to maximise choice, control, flexibility and independence for carers.
- 1.3 Consider eligibility for care and support services for the child
- 1.4 Link your work with other services from Carers Trust Solihull
- 1.5 Operate under Children and Families Act 2014 and Care Act 2014 legal frameworks
- 1.6 Maintain accurate records of contact and evidence outcomes of your work
- 1.7 Support parent carers to overcome barriers and exercise their rights to achieve their desired goals
- 1.8 Apply innovative practice to maximise experience of assessments and support plans for carers, including social media and assistive technology
- 1.9 Contribute to the marketing of services for carers in Solihull and in the development of resources and tools that enable parent carers to access them e.g. website, information packs
- 1.10 Identify and respond appropriately to safeguarding issues

- 1.11 Attend regular external and internal meetings to determine ways forward for the team in delivering parent carers assessments
- 1.12 Contribute to the publicity and awareness raising in your area of work and the work of the organisation
- 1.13 Share in the cover of reception duties for the whole organisation and duty for young carers team as and when required
- 1.14 Any other duties as agreed by the Chief Officer

Functions applicable to all staff

- 2.1 Contribute to the development and achievement of Carers Trust Solihull (CTS) strategic objectives
- 2.2 Provide a quality service
- 2.3 Promote the good image of CTS and Solihull Council by being an excellent ambassador when meeting with carers, members of the public or representatives from other organisations
- 2.4 Contribute to fundraising via actual events, identifying opportunities etc.
- 2.5 Use CTS income wisely and within your authority
- 2.6 Participate in appropriate training
- 2.7 Support volunteers in tasks linked to your work
- 2.8 Adhere to CTS policies and procedures
- 2.9 To have full regard for equal opportunities and promoting non-discriminatory practice and accessibility in all aspects of service delivery
- 2.10 To service one's own work
- 2.11 To work positively and flexibly as part of the team to ensure the smooth day-to-day running of CTS services and activities
- 2.12 To attend and participate in regular internal staff meetings
- 2.13 To undertake other tasks as required. To adhere to all CTS policies and procedures and represent the CTS at appropriate meetings
- 2.14 Duties of all CTS staff are periodically reviewed and may alter in line with service requirements and developments in consultation with staff.

Work conditions applicable to this post

- 3.1 Office and various venues, including hubs, carers homes and travel around the borough on a regular basis
- 3.2 Will need to be flexible as evening and weekend work may be required

Accountability

- 4.1 Reporting to Young Carers Team Manager
- 4.2 Key performance indicators according to contract

Relationships

- 5.1 Internally – specifically:
 - Young Carers and Adult Carers Team
 - Young Carers Team Manager
 - Chief Officer
 - Trustees with specific reference for adult and children's services, monitoring and evaluation and quality
 - Volunteers

- 5.2 Externally:
- Carers and families
 - Professionals in other agencies providing services to carers

Person Specification

Specific to this role:

Essential

- 6.1 Experience of carrying out comprehensive assessments and support plans
- 6.2 Relevant training and/or qualifications
- 6.3 Experience of working in a caring and advice giving role
- 6.4 Skills to carry out this role professionally and confidently
- 6.5 Excellent IT skills, including databases
- 6.6 Understanding of how voluntary and statutory agencies operate
- 6.7 Excellent time management skills
- 6.8 Ability to work within legislative frameworks and statutory processes and guidelines
- 6.9 Understanding of the needs of parent carers and provide a person-centred service
- 6.10 Problem solving ability
- 6.11 Excellent interpersonal skills, able manage challenge and have difficult conversations
- 6.12 Excellent time management and organisational skills
- 6.13 Excellent oral and written skills
- 6.14 Proven ability to work effectively in partnership with other organisations
- 6.15 Ability to work as a member of a team but also on own initiative
- 6.16 Ability to respond appropriately to Safeguarding Issues
- 6.17 Car owner with valid driving licence

Desirable:

- 6.18 Good knowledge of services for children and adults in Solihull
- 6.19 Knowledge of the demands of caring and the wide range of issues it can raise
- 6.20 Alternative ways of communication i.e. languages, signing
- 6.21 Experience of collecting and using monitoring and evaluation statistics

Applicable to all staff:

- 7.1 Positive attitude
- 7.2 Flexible and able to multi-task
- 7.2 Good time management skills
- 7.3 Positive attitude
- 7.4 Emotionally resilient
- 7.5 Non-judgemental and respectful of others
- 7.6 Commitment to equality and diversity
- 7.7 Respectful of confidentiality
- 7.8 Excellent team player
- 7.9 Empathetic with an understanding of caring
- 7.10 Appropriate sense of humour
- 7.10 Approachable and able to be sensitive

