

Job Description and Person Specification

Post: YC&YAC Support Practitioner – Young Carers Team
Hours: 37 hours – 9 month maternity cover from May 2019
Salary: £21,420

Job Purpose

Working as part of a dynamic and dedicated team you will support young and young adult carers (carers) aged 5 – 25 to maximise their personal, social, health and learning experiences and achieve equal access to fulfilled lives. You will equip them to experience life as children, young people and young adults first, around caring.

You will provide face to face and group support work that improves skills, knowledge, confidence, resilience, life opportunities and support networks for carers. You will bridge the gaps between transition stages, preparing young people for adult life and will provide assurance that our child and young adult caring community are providing appropriate levels of care.

1. Functions specific to this role:

- 1.1 To ensure a coordinated approach for carers to reach appropriate support
- 1.2 Assess the needs of carers, linking them with community based and CTS services to address unmet needs
- 1.3 Design and facilitate group support work and materials linked to this work
- 1.4 Undertake assessments, support plans and full Reviews including Transition and Care Act compliant Carers Assessments
- 1.5 Offer personalised Support Work to carers with moderate to high needs in a variety of settings to address a focus of support and achieve desired outcomes
- 1.6 Attend relevant multi agency meetings to ensure effective partnership working
- 1.7 Offer personalised support to carers to access and/or remain in education, training or employment
- 1.8 To support transitions from children to adult services, education, training, employment and post caring

- Be an active participant of the young carers team to collectively
- 1.9 Contribute to raising awareness of carers and their needs amongst relevant health, social care, educational and voluntary sector professionals
- 1.10 Attend appropriate internal and external meetings with other agencies on behalf of CTS
- 1.11 Maintain accurate records of contacts via various data collection
- 1.12 Seek out unidentified carers by using a wide variety of mechanisms and our range of networks

- 1.13 Use impact measurement tools and collect monitoring data to enable quantitative and qualitative evaluation of our service
- 1.14 Adopt behavioural change model in your practice with carers
- 1.15 Contribute to CTS newsletters, electronic information and publicity material
- 1.16 Identify and respond appropriately to Safeguarding issues
- 1.17 Contribute to reception cover for the whole service and team specific duty
- 1.18 Encourage the community to engage in our Carers Friendly Communities agenda and activities associated with this
- 1.19 Participate with routine reporting and budgeting requirements
- 1.20 Contribute to routine short Reviews of carers
- 1.21 Contribute to achieving individual grant funds for carers to achieve a quality of life around caring

2. 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 by being an excellent ambassador of Carers Trust Solihull when meeting with carers, members of the public or representatives from other organisations
- 2.4 Contribute to fundraising via actual events, identifying opportunities, contributing to bid writing etc.
- 2.5 Use CTS income and resources wisely and within your authority
- 2.6 Participate in appropriate training
- 2.7 Support volunteers and staff in tasks linked to your work
- 2.8 Adhere to CTS policies and procedures
- 2.9 Undertake other duties as required

3. Work conditions applicable to this post:

- 3.1 Office based and regular travel across the borough
- 3.2 Flexibility in times/ days of work required, including evening and weekends

4. Accountability:

- 4.1 Reporting to Team Manager:
- 4.2 Key performance indicators in accordance with SLA and other contracts linked to your work

5. Relationships:

5.1 Internally:

- Young Carers Team Manager
- Other members of YC team
- Chief Officer

5.2 Externally :

- Carers and families
- Professionals in other agencies providing services to young carers, schools and other children and young peoples services

Person Specification

6. Specific to this role:

Essential:

- 6.1 Experience of working in an advice giving or caring role with children, young people and young adults or appropriate academic qualifications (eg degree, NVQ)
- 6.2 Excellent skills in assessments and support planning
- 6.3 Ability to design and deliver comprehensive training to children, young people and young adults
- 6.4 Effective oral and written communication skills at various levels
- 6.5 To operate within professional boundaries
- 6.6 Car owner with valid licence
- 6.7 Excellent inter-personal skills
- 6.8 Excellent understanding child and adult Safeguarding
- 6.9 Excellent time management and case management
- 6.10 Good IT skills and familiarity with data bases or quick to learn new IT skills

Desirable

- 6.11 Relevant qualifications
- 6.12 Knowledge of relevant local services
- 6.13 Knowledge of the demands and impact of caring on children, young people and young adults and the wide range of issues it can raise

7. Applicable to all staff:

- 7.1 Positive attitude
- 7.2 Flexible and able to multi-task
- 7.3 Good time management skills
- 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 Appropriate sense of humour
- 7.10 Empathetic with an understanding of caring
- 7.11 Approachable and able to be sensitive
- 7.12 Able to work on own initiative within the boundaries of the role