

Job Description/Person Specification

Post : Adult Carers Sessional Worker (25+)

Hours: Zero hours contacts

Salary: £9.68 per hour

Job Purpose: Working as part of a dynamic and dedicated team you will support adult carers aged 25+ to maximise their personal, social, health and educational experiences and reach their potential.

Job Purpose: To facilitate and attend days out and training activities and events organised by the Events and Activity Co-ordinator as part of an on-going carers programme. Activities are aimed at supporting adult carers to achieve a break from caring, develop their knowledge and understanding and assist with transition into community based activities.

Functions specific to this role:

- 1.1 Operate in a team of Staff and Volunteers to offer adult carers respite from caring
 - 1.2 Regular attendance on events and activities are essential during every 3 monthly calendar.
 - 1.3 To provide activities in a safe, sensitive and understanding environment in line with session plans.
 - 1.4 Building rapport with new comers, encouraging participation and help to ease their transition into group settings.
 - 1.5 Encourage carers to share, contribute, develop and enjoy themselves during activities.
 - 1.6 To support and promote events, workshops by facilitating and encouraging carers attendance
 - 1.7 Ensure members have a full understanding and are willing to follow clear instructions whilst attending any event or activity provided by CTS.
 - 1.8 Listening to and supporting adult carers and responding to their needs
 - 1.9 To ensure that carers attending activities are signed in and if transport is provided, are picked up and dropped off safely.
 - 1.10 Ensure that any incidents or accidents are recorded appropriately and reported back to the appropriate person.
 - 1.11 To help plan and evaluate group activities and feed back to appropriate person to inform funders and performance indicators.
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- 1.12 Working in partnership with the carers, staff and volunteers to a varied and appropriate programme of group activities.
- 1.13 To comply and assist in the review of risk assessments to ensure activities provided during sessions are safe and risks are managed.
- 1.14 Familiarise yourself with information available regarding carers in particular person specific Risk assessments and act accordingly
- 1.15 Comply with confidentiality and data protection policies and ensure accurate completion of all relevant documentation. To take responsibility for keeping such information confidential and safe, and ensure that appropriate levels of confidentiality and safety are maintained in all areas of work.
- 1.16 To update carers records and contacts with our service on to our organisations database systems.
- 1.17 To ensure the safety and welfare of workers and clients by complying with the appropriate Health & Safety Regulations and the employment of safe working practices.
- 1.18 To have or attend first aid training and other relevant training courses where appropriate
- 1.19 Adopt behavioural change model in your practice with carer.
- 1.20 Any other duties as may be appropriate to achieve the objectives, commensurate with the post holders grade, abilities and aptitude.

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 when meeting with carers, members of the public or representatives from other organisations
- 2.4 Use CTS income wisely and within your authority
- 2.5 Participate in appropriate training
- 2.6 Support volunteers in tasks linked to your work
- 2.7 Adhere to CTS policies and procedures

3. Work conditions applicable to this post:

- 3.1 Various venues across Solihull Borough
- 3.2 Some occasional travel may be necessary
- 3.3 Flexibility in times/ days of work required

4. Accountability:

- 4.1 Reporting to – Events & Activities Co-ordinator
- 4.2 Key performance indicators will include.....

5. Relationships:

- 5.1 Internally :Adult Carers team manager and team members
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5.2 Externally :Adult carers and Cared for members

Person Specification

6. Specific to this role:

Essential:

- 6.1 Experience of working with adult people
- 6.2 Organisational skills
- 6.3 Effective communication skills at various levels
- 6.4 To operate within professional boundaries
- 6.5 The ability to communicate effectively with people and their families
- 6.6 To listen to and offer support to carers and their families
- 6.7 Good IT skills, including use of database systems
- 6.8 To cope with challenging situations
- 6.9 Able to work on own initiative and as part of a team, having a mature approach
- 6.10 To be dependable and trustworthy
- 6.11 To have a flexible working approach to working hours (evening and weekends)
- 6.12 Training/ understanding of working with carers and their families
- 6.13 Knowledge of existing legislations around working with vulnerable people

Desirable:

- 6.14 Understanding of and sensitive approach towards the situation, needs and difficulties faced by adult carers
- 6.15 Planning, delivering and evaluating all activities
- 6.16 Innovative practice when working with carers
- 6.17 Hold a current driving licence and have access to a vehicle

7. Applicable to all staff:

- 7.1 Positive attitude
 - 7.2 Emotionally resilient
 - 7.2 Non-judgemental and respectful of others
 - 7.3 Commitment to equality and diversity
 - 7.4 Respectful of confidentiality
 - 7.5 Excellent team player
 - 7.6 Approachable and sensitive to issues
 - 7.7 Able to work on own initiative within the boundaries of the role
 - 7.8 Ability to multi-task
 - 7.9 Good time management skills
 - 7.10 Emotionally resilient
 - 7.11 Able to work on own initiative within the boundaries of the role
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