**York Carers Centre**

**Job Description – Young Carer Support Worker**

Job Title: Young Carer Support Worker

Hours: 22 per week (excluding lunch breaks) to be worked flexibly to include evening and some weekend work.

Office Base: 17 Priory Street, York, YO1 6ET

Line Manager: Lead Officer for Young Carers

Contract: Fixed term contract to 31st March 2020

Salary Scale: £21,962 - £22,658 per annum pro rata (NJC Scale Point 24 - 25)

#### Job Summary

The Young Carer Support Worker will work as part of a team ensuring young carers are identified and, through assessment, have access to a range of emotional and practical support appropriate to their needs. The post-holder will be responsible for case-load management and provide regular 1:1 sessions to the most vulnerable young people.

The role will involve promoting the needs and rights of carers to a broad range of agencies including schools and health and social care providers alongside facilitating opportunities for young carers and their families to influence services and have their voice heard with decision makers.

Initiating effective working partnerships you will broker support from external sources to support the families of young carers, address inappropriate caring responsibilities and where necessary apply safeguarding procedures. You will promote referral pathways across children and adult services that provide a seamless transition and a single point of access regardless of which service carers are accessing.

Delivering a range of activities including peer support groups and breaks for young carers, the post-holder will engage and support volunteers whilst ensuring safeguarding standards and other relevant York Carers Centre policy and procedures are adhered to.

The post-holder will ensure young carers have access to a range of advice, advocacy, information and support enabling young carers to make positive choices, identify and realize their goals and lead independent, fulfilling lives.

They will provide a safe environment for young carers to participate in a range of fun and challenging activities, that are young carer led, where they are able to express themselves, share their concerns and learn from their experience.

**Key duties and responsibilities:**

* Identify and provide a range of information, advice and support for young carers (aged under 18 years) reflecting their needs
* Maximise support for families through effective partnership working and improved referral pathways to other voluntary and statutory services including York Carers Centre staff
* Identify and prevent inappropriate caring responsibilities through whole-family assessments and reviews
* Undertake home assessment visits for new referrals to assess eligibility for the Young Carer Service
* Provide 1:1 support for the most vulnerable young carers helping them achieve personal goals and coping skills using York Carers Centre assessment tools
* Plan and deliver a range of activities including breaks, support/peer groups, to increase young carers’ personal development/confidence
* Work with schools enabling them to identify and support young carers through planning and delivering assemblies, raising awareness of young carers with pupils and teaching staff, initiating young carer peer mentors and encouraging schools to share good practice and experience.
* Advocate on behalf of families to ensure access to services and take-up and understanding of their rights
* Help secure funding for individuals and activities
* Ensure carers/families have a voice with decision makers to influence positive change
* Co-ordinate and supervise volunteers through induction, training and on-going support
* Ensure budget and monitoring information is kept up to date
* Attend Child Protection Conferences, Child in Need reviews and FEHA’s as necessary
* Maintain accurate, timely and detailed case records of all support work undertaken on York Carers Centre Charitylog database and/or other reporting systems as required
* Provide monitoring and progress reports to senior staff and/or funders

**General requirements:**

**The postholder will be expected to:**

* Possess the essential skills detailed in the Person Specification
* Collaborate as a team member in the future development and funding of York Carers Centre
* Attend and contribute to team meetings, promotion and publicity of York Carers Centre
* Attend regular supervisions/appraisals and ensure your own support needs are met
* Work to the values outlined in the National Occupational Standards for Youth Work (NOS) and other national legislation including the Children and Families Act
* Work flexibly including evenings and occasional weekends
* Support volunteers
* Actively identify own training needs and professional development, and to participate in training sessions as required
* Maintain communication systems within York Carers Centre to enable joint working and managerial oversight
* Use various outcome, evaluation and feedback measuring tools to baseline and monitor effectiveness of interventions both for individuals and families
* Adhere to and uphold York Carers Centre’s values, strategic aims, policies and quality standards and procedures
* Act with integrity and maintain the highest professional standards at all times
* Maintain a confidential, sensitive and discrete approach to personal, sensitive and organisational information
* Contribute to a culture of equality and demonstrate a commitment to removing all forms of discrimination as a colleague and as a provider of services to carers

An enhanced DBS check will be required for this post.

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The post-holder may be required to undertake other duties from time to time commensurate with the post. The job description will be reviewed regularly including at annual appraisals and may be changed in the light of the needs of the organisation and following consultation with the post-holder.

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| **Person Specification -**  **Young Carer Support Worker** | | **Essential** | **Desirable** |
| Qualifications | Relevant degree |  | Yes |
| Relevant professional qualification (youth and community work, child care, teaching, health or social care) | Yes |  |
| Good standard of education/GCSE | Yes |  |
| First Aid certificate |  | Yes |
| Skills/  experience | Working with and advocating for carers and/or their families |  | Yes |
| Youth work | Yes |  |
| Partnership working eg schools, health and social care services | Yes |  |
| Mentoring, coaching and supporting young people to facilitate personal, social and educational growth and social inclusion | Yes |  |
| Project/activity management including risk assessment, venues, planning, resource and budget control, monitoring and evaluation |  | Yes |
| Team work | Yes |  |
| Working under pressure to meet deadlines and targets | Yes |  |
| Fundraising |  | Yes |
| Use of assessment tools to identify the needs and aspirations of young people |  | Yes |
| Communication skills including, written, oral and with a broad range of people | Yes |  |
| Volunteer management |  | Yes |
| Delivering information, advice and support to young people enabling them to make informed choices and understand their rights and entitlements | Yes |  |
| Maintaining professional boundaries | Yes |  |
| IT skills Microsoft programmes, databases | Yes |  |
| Relevant legislation including Carers Rights, Children and Families Bill, Care Act etc | Yes |  |
| Knowledge | Safeguarding and Child Protection | Yes |  |
| Children’s and Adult Services enabling smooth transition for young carers |  | Yes |
| Working knowledge and understanding of National Occupational Standards for Youth Work (NOS) | Yes |  |
| Knowledge of risk assessment and the ability to recognise and respond to significant risk | Yes |  |
| Knowledge of advice, information, support services for young carers and their families across York | Yes |  |
| Personal attributes | Committed to equal opportunities and sensitive to the needs of children and young people from diverse backgrounds | Yes |  |
| Can work under pressure and in a busy environment | Yes |  |
| Tolerant and understanding with a positive attitude | Yes |  |
| Energetic, enthusiastic, creative | Yes |  |
| Self motivated and able to work independently and as part of a team | Yes |  |
| Ability to identify individual needs of those in need and be innovative in finding solutions | Yes |  |
| Willingness to learn and continue to develop professional skills and knowledge | Yes |  |
| Adaptable and co-operative in working towards achieving the aims of York Carers Centre | Yes |  |
| Can work flexibly, including unsociable hours, travelling to and working from a range of outreach venues | Yes |  |
|  | Full clean driving licence and access to a car for work | Yes |  |

Saved:x/|Managers/HR/Recruitment/JD/Young Carers Support Worker (PT) – January 2019