

CARER SUPPORT DORSET

Job Description

<u>Job Title</u>	Young Carer Coordinator
<u>Accountable to</u>	Carer Support Dorset Manager
<u>Geographical Area</u>	Dorset
<u>Hours of Work</u>	FTE 37 hours a week including occasional weekend/evening
<u>Grade</u>	£24,982 - £25,991

Purpose of the Post

Carer Support Dorset was commissioned by Dorset Council in 2019 as the Lead Carer Organisation for unpaid carers who are caring for a relative or friend who has an illness or disability. Young Carers can contact us to receive information, advice and guidance about support available across the Dorset Council area of the county, and we make referrals to Dorset Council for a young carer assessment. We are looking for a Young Carer Coordinator to extend our work with young carers to offer early transition support into adulthood, to develop a young carer awareness training package for professionals and increase the Young Carer voice across Dorset.

Alongside other staff and volunteers, this role will:

- prepare and coordinate training for healthcare professionals and professionals within children & adult services
- carry out transition work with young adult carers moving into adulthood, working 1:1 and offering support and guidance
- set up and run a young carer voice forum
- working with our Communications team, will lead on the development of young carer materials and source content for the website, social media and blogs.

At present this post is based at home, but will move to attending an office, currently in Ferndown, for at least part of the week. There will also be a need to travel throughout Dorset.

Key duties and responsibilities:

The post holder will:

- Develop and deliver a plan to extend our work to healthcare and professionals within children's and adult services. To include a training package raising young carer awareness and support in identifying young carers
- Prepare and deliver presentations to groups of professionals
- Facilitate young carer support groups
- Coordinate with other staff to deliver presentations
- Work closely with other partners, including the Dorset Council Young Carers Team, to increase the offer to young carers across Dorset, including online and paper resources for young carers, schools, colleges and youth clubs
- Work with the Communications team on the development of young carer materials and create content for the website, social media and blogs
- Ensure regular evaluation of the Service and that young carers views are sought and acted upon
- Ensure Safeguarding policies and procedures are followed, and that staff are adequately trained, and policies implemented
- Actively cultivate knowledge of local, countywide and national resources relevant for young carers
- Become familiar with existing networks or groups supporting young carers within Dorset
- Ensure that accurate, timely and detailed records of all contacts are kept
- Create regular written and data reports for Commissioners and other stakeholders
- Liaise regularly with the CSD Manager and other staff to review work and prioritise requirements to meet demand
- Attend regular supervision meetings, to share good practice and ensure your own support needs are met

Additional Occasional Responsibilities

As a member of a small team, the post holder will be expected as necessary to support colleagues by:

- Actively contributing to and participating in publicity events and represent the organisation in a positive manner and to raise awareness of carers' needs

General Requirements

The post holder will be expected to:

- Possess the essential skills as detailed in the person specification
- Adhere to and uphold our mission, vision, values, strategic aims and policies
- Act with integrity and always maintain the highest professional standards
- Maintain a confidential, sensitive and discreet 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
- Work collaboratively as a member of a small team, including volunteers, and to attend and actively contribute to team meetings
- Actively identify own training needs and personal development, and to participate in training sessions

when required

- A flexible approach is required for this role, and you may be asked to undertake other duties from time to time as determined by your line manager and in keeping with the purpose of the post and after consultation with the post holder

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 job description will be reviewed regularly, including at annual appraisals, and may be changed considering the needs of the organisation and following consultation with the post holder.

Employee signature:

Date:

Senior manager:

Date:

**Carer Support Dorset
Person Specification: Young Carer Coordinator**

Important: A person specification is an accepted method of identifying who, from a range of candidates for a post, most closely matches the needs of the organisation and the tasks outlined in the job description. It will be used at both short-listing and interview stages. The person specification is issued with the job description so that the applicants can make judgements themselves about their ability to do the job. When completing the application form please mention your abilities for each section of the person specification, failure to do so may affect your short-listing score.

	How assessed	Essential / Desirable
Qualifications		
Good standard of education	Application	Essential
Further qualifications in health and social care, including linked NVQs, social work degree, nursing qualification or equivalent experience	Application	Desirable
Experience		
Experience of developing training/delivering presentations	Application and interview	Essential
Experience of working directly with young people in 1:1 and group settings	Application and interview	Essential
Experience of speaking to groups of professionals	Application and interview	Essential
Experience of working with safeguarding policies and procedures	Application and interview	Essential
Knowledge		
Understanding of young carers' issues and rights	Application and interview	Essential
Good understanding of the Care Act 2014 and other linked legislation	Application and interview	Desirable
Knowledge of multiagency working, including healthcare, social care and children services	Application and interview	Essential
Skills and Competencies		
Excellent written communication skills	Application and interview	Essential

Able to communicate and positively challenge other professionals both within the workplace and externally	Application and Interview	Essential
Able to communicate effectively with diverse members of the public	Application and interview	Essential
Able to use IT and databases to manage time effectively, prioritise tasks, record information	Application and interview	Essential
Personal qualities		
Keen to learn and innovate	Application and interview	Essential
Resilient to change	Application and interview	Essential
Able to work as part of a team	Application and interview	Essential
Confident to take initiative	Application and interview	Essential
Able to prioritise work and manage time effectively	Application and interview	Essential
Other		
Able to work flexibly in terms of location, including home working	Application (supporting statement) and interview	Essential
Car driver and owner	Application/driving licence	Essential