

JOB DESCRIPTION

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| Job Title: | Young Carers Support Worker |
| Hours: | 35 hours per week |
| Salary: | £28,560 |
| Holidays: | 28 days per year plus Public Holidays |
| Probationary Period: | 6 months |
| Pension: | Workplace Pension Scheme. Match funded to up to 4%. Option to opt out. |
| Employer: | Richmond Carers Centre (RCC) |
| Supervised by: | Young Carers Support Team Leader |
| Funding: | Funding for this role is until 31 st March 2023. Further extension subject to funding. |
| Base: | 5 Briar Road, Twickenham. TW2 6RB |

Purpose of Job

To work as a member of Richmond Carers Centre – Young Carers Service to provide generic support, advice and information to young carers through a variety of mediums – for example face to face, telephone, email, groups and activities.

To be proactive in identifying young carers living within the London Borough of Richmond.

To provide support to young carers, sibling young carers and work with vulnerable families registered with Richmond Carers Centre to meet their individual needs.

To provide emotional 1:1 support to young carers through the mentoring programme delivered across schools in the London Borough of Richmond upon Thames, at Richmond Carers Centre or within the community as identified by need.

To support young carers to access after school groups, holiday activities and short breaks to promote their wellbeing.

To promote awareness within the voluntary and statutory sectors of the needs of young people with caring responsibilities.

To work with the Young Carers Support Team Leader on the recruitment and supervision of sessional staff.

To produce monitoring and evaluation reports required by funder/s to evidence work delivered within budget provided.

To work across organisational boundaries to promote the wellbeing of young carers.

Key Responsibilities

1. To be proactive in the identification and registration of young carers living in the London Borough of Richmond upon Thames.
2. To work with schools, voluntary organisations, statutory services and others to raise awareness and identify young carers so that their wellbeing is maintained and improved.
3. To produce targeted publicity materials to identify 'hidden' young carers and to publicise the service through a variety of media.
4. To provide clear and relevant information for young carers and professionals.
5. To process referrals made to Richmond Carers Centre – Young Carers Service, which will include visiting young carers and families in their home.
6. To provide individual support to young carers, and sibling young carers on a case by case basis towards established outcomes through delivery of a mentoring programme delivered in local schools, community, and on site at RCC.
7. To attend or provide reports for multi-agency meetings as required, in support of young carers and their families, including Child Protection meetings and Team around the Child/Family.
8. To support and assist with the planning of suitable after school groups and holiday activities in liaison with the Young Carers Support Team Leader and the Young Carers Activities Coordinator.
9. To participate in the delivery of young carers group activities with the Young Carers Team during school holiday periods, evenings, weekends, and to attend residential holiday activities - in line with agreed targets and outcomes.
10. To assist in the recruitment, support and supervision of Young Carers Service sessional staff as appropriate for the service.
11. To ensure that organisations providing breaks and activities abide by legal requirements and guidelines for taking young people away for holidays and activities, and appropriate and timely risk assessments are completed, including meeting Health and Safety policy and General Data Protection Regulations.
12. To develop, establish and support a regular forum group for young carers aged 18 years and under.
13. To keep detailed records and produce progress reports for funders and others, as required, and to input into appropriate funding applications.

14. To complete and provide outcome surveys for all the mentoring programme and activities, and contribute to the annual outcome project.
15. To contribute to the quarterly board report, targets and support with other reports as required by the Young Carers Service.
16. To work on Richmond Carers Centre – Young Carers Service’s telephone support, in partnership with the whole team.
17. To participate in key events organised by Richmond Carers Centre and other relevant partners to promote its services to the wider public and professional agencies.
18. To participate in learning and development as necessary, including Safeguarding Children Training, Common Assessment (CAF) training or equivalent, and First Aid Training during induction period.
19. To comply with the General Data Protection Regulations relating to personal information of individual members of the public, young carers and their families.
20. To undertake additional responsibilities as designated by the Chief Executive or Operations Manager of Richmond Carers Centre and commensurate with the position.
21. To comply with Richmond Carers Centres Policies and Procedures, including those on equal opportunities and diversity, safeguarding, confidentiality, general data protection regulations and health and safety.
22. To assist RCC achieve our commitment to being more environmentally responsible and to reduce our carbon footprint where possible

This post is subject to the employee undertaking an enhanced Disclosure and Barring Service check - renewable every 3 years.

PERSON SPECIFICATION

Post: Young Carers Support Worker (Full time)

| QUALIFICATIONS/EXPERIENCE | | |
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| Essential | | |
| 1 | At least two years' experience, or one year with a relevant qualification e.g. in Youth Work, Social Work, Education or Health Visiting, of working with children or young people aged up to 18. | Application / Interview |
| 2 | A broad understanding of the issues affecting young people, in particular young carers. | Application / Interview |
| 3 | A sensitivity to, and understanding of, the potential impact of caring responsibilities on children and young people. | Application / Interview |
| 4 | Experience of working with children and young people both individually and in groups – with proven ability to support young carers through mentoring and goal oriented approach. | Application / Interview |
| Desirable | | |
| 5 | Knowledge of the legal framework and recent policy developments in health and social care affecting young carers, sibling young carers, and vulnerable families. | Application / Interview |

| KNOWLEDGE AND SKILLS | | |
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| Essential | | |
| 6 | Excellent interpersonal skills enabling effective verbal and written communication, with the ability to work constructively with young carers and their families, schools and other relevant agencies. | Application / Interview |
| 7 | Understanding and sensitive approach towards the situation, needs and difficulties faced by young carers. | Application / Interview |
| 8 | Ability to clearly promote the needs and issues of young carers in professional forums. | Application / Interview |
| 9 | Ability to think strategically and plan projects. | Application / Interview |
| 10 | Ability to write clear and concise information, publicity and reports. | Application / Interview |
| 11 | Excellent administration and IT skills. | Application / Interview |
| 12 | Ability to plan and prioritise a diverse workload. | Application / Interview |
| 13 | Ability to work on own initiative with minimal supervision whilst working as part of a team. | Application / Interview |
| 14 | Understanding of and commitment to the practical implementation of Equality, Diversity and Inclusion in all areas of work. | Application / Interview |
| 15 | Commitment and ability to work within the Centres Confidentiality policy. | Application / Interview |
| 16 | Ability and willingness to work flexible hours, including regular evenings, and occasional weekends and overnight residential. | Application / Interview |
| Desirable | | |
| 17 | Able to drive with regular access to own transport for travel across the borough as required as part of the service delivery. | Application / Interview |

Richmond Carers Centre is committed to supporting access to learning and development to perform the role to its full potential.