**Young Carer Worker Role Guide**

**About Carers' Resource:**

Carers' Resource is a well-established Yorkshire charity founded in 1995. Our mission is to provide tailored information and support to carers, individuals in need of care, and professionals working with them. We enable independence, choice, and control for individuals to enhance their lives and circumstances. Aligned with the Care Act 2014 and Children and Families Act 2014, our service is geared towards holistic support for carers and individuals in need of care and their diverse needs.

**Role Overview:**

You will be supporting the social and emotional wellbeing of young carers in Bradford District through a mixture of one-to-one and group/activity work.

You will have a proven ability in improving the wellbeing of children and young people including setting up and running activities for children and young people, individual and group work skills, knowledge of the issues facing young carers and the ability to engage with children and young people in a variety of ways.

The post will require some early evening work and flexibility to go on activities with young carers during school holidays.

Your application must show evidence of how you meet the Person Specification.

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| **Location:** | Bradford District, office base Shipley |
| **Hours:** | Between 22.5 - 37 hours |
| **Responsible to:** | Bradford Service Manager |
| **Salary:** | £24,437 - £26,802 (FTE, all salaries quoted for 37 hours) |

**Key Responsibilities:**

* Works with young carers to assess need and identify activities and services that will best support them.
* Provides one-to-one information, advice and support to young carers, in order to move them on emotionally, socially and educationally. Provides mentoring sessions when appropriate.
* Plans and implements activities for young carers in appropriate age brackets.
* Maintains accurate case notes and keeps confidential records of all contacts and work with young carers.
* Works with other agencies both statutory and voluntary to safeguard young carers.
* Signposts and makes appropriate referrals to other agencies if additional support is identified.
* Monitors young carers’ needs including any unmet needs.
* Works closely with locality workers in Carers’ Resource to ensure a holistic family approach
* Seeks ways to improve services for young carers, using knowledge and experience gained from carers themselves.
* Pro-actively seeks and supports young carers for consultation, involvement and training processes both within Carers’ Resource and with other agencies.

**Working with others**

* Demonstrates effective team working skills, participates in team meetings and training.
* Interacts well with other teams in Carers’ Resource.
* Encourages and supports all volunteers.
* Understands and follows a multi-agency approach to young carer support when required.

**Understanding the organisation**

* Assists with the analysis of trends and recommendations for service improvement.
* Acts as ambassador for Carers’ Resource, protecting and promoting its good name and reputation at all times.
* Maintains confidentiality over personal information relating to individuals.
* Works within all the policies and practices of Carers’ Resource, follows health and safety procedures.
* Proactively assists in the development of Carers’ Resource.
* Participates, as a representative of Carers’ Resource, in multi-agency meetings, voluntary fora and other events, feeds back appropriately to line manager and team.

**Developing personally**

* Takes responsibility, in consultation with their line manager, for personal development and progression, participating in performance reviews. Undertakes any training deemed necessary by their line manager.
* Displays self-confidence and initiative.
* Accepts and learns from feedback.
* Keeps up-to-date about services, benefits and organisations available to young carers.
* Good timekeeper and good attendance

**Person specification**

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| **Experience** |
| Experience of supporting children and young people on an individual basis |
| Experience of supporting children and young people through group work |
| Experience of working with children and young people in a variety of settings |
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| **Skills and abilities** |
| Able to manage complex workload |
| Able to utilise new technology to communicate with children and young people |
| Skilled facilitator, communicator and negotiator |
| Organisational abilities, an ordered systematic approach to work and an eye for detail |
| Ability and commitment to working as part of an extended team. |
| Ability to produce clear and appropriate written material |
| Need to be self-motivated, to organise time effectively, to manage workload, to prioritise tasks and to work to agreed targets |
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| **Knowledge** |
| Evidence of a good general education |
| IT literate – a competent user of Word and email |
| Knowledge of how young people use social media |
| An understanding of young carers' needs and awareness of current issues affecting them |
| Good general understanding of Safeguarding Policies and Procedures and other policy, legislation, benefits and services for young carers and their families |
| Experience or knowledge of the role played by statutory, private and voluntary sectors and the way they operate |
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| **Other requirements** |
| An understanding of the need for confidentiality, sensitivity and a non-judgemental attitude |
| Own transport and clean, current driving licence |
| Regular early evening and occasional weekend working – a flexible approach |