

CarersBucks

JOB DESCRIPTION

Job title:	Young Adult Carers Support Worker (Fixed Term Contract)
Job aim:	To support young adult carers (YACs) aged 16-25 who are caring for a family member with a disability, long-term illness, poor mental health and/or addiction. You will be offering advice, information, guidance as well as providing direct support, which can include one to one support, targeted group work, social opportunities and life skill sessions.
Location:	Under a hybrid model you will work flexibly from home and in the community (with the South of Buckinghamshire being your priority), making occasional visits to our Aylesbury office for meetings, as agreed with your manager and in line with the needs of the charity.
Benefits:	25 days annual leave (increases with long service) plus bank holidays, plus 3 days during the Christmas period (all are pro-rata for part time workers). Access to free Employee Assistance Programme.
Salary:	£12, 825 (£21,090 FTE)
Hours:	22.5 hours per week (you will need to have flexibility to work on occasional weekends and in the evenings for pre-planned events for which you will receive TOIL)
Duration:	Fixed Term Contract- 1 year
Responsible To:	Young Carers and Young Adult Carers Team Leader

Main responsibilities:

- Receive referrals and undertake YAC assessments (non-statutory) in and around the South of Buckinghamshire
- Identify the level of support needed for a YAC to thrive
- Plan and deliver regular social activities, targeted support groups and life skill sessions
- Plan and deliver time limited one to one support for YACs at schools/colleges or other suitable venues
- Provide support to universities/ colleges/schools in Buckinghamshire to help staff identify YACs

- Where appropriate, refer or signpost YACs to other services which would be of benefit to them i.e. Bucks Adult Learning, building futures and Buckinghamshire council services
- Develop a network of professional contacts to enhance the support available to YACs and to raise the awareness of the issues that they may face
- Work with your line manager to ensure the service being provided is meeting the needs of the YAC's we are supporting
- Participate and represent Carers Bucks in joint activities e.g. AGM, Young Carers Action Day, Carers Week, open days, other promotional events and conferences
- Undertake relevant training and be pro-active in assessing own training needs
- Undertake day-to-day administrative tasks and attend staff/team meetings
- Keep accurate records on all aspects of the work using our database (Charity Log) for monitoring and evaluation purposes
- Work cooperatively with Carers Bucks fundraising and communications team
- Any other duties as reasonable required by Carers Bucks

Person specification

Qualifications and Experience

- Experience of working with young people from 16-25 years old (E)
- Experience of working with educational, health and social care professionals (D)

Knowledge and Understanding

- A clear understanding of the issues affecting YCs and YACs and their support needs (E)
- Ability to understand Children's and Adult's Safeguarding policies (D)
- Demonstration of a commitment to equality and diversity (E)

Competencies

- Good verbal, listening and written communication skills (E)
- Good General Level of IT skills (E)
- Experience of record keeping and monitoring systems (E)
- Ability to manage own workload and have time management skills (E)

Other

- Ability/willingness to work flexible hours including evenings and weekends (E)
- Access to and the ability to use own car for work purposes (E)

E = Essential

D = Desirable