

CarersMK

JOB DESCRIPTION

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| Job title: | Young Carer Support Worker |
| Job aim: | To work effectively as a member of the Young Carers (YC) and Young Adult Carers (YAC) team, to offer practical and emotional support to young carers who are caring for a parent, sibling or other family member due to disability, a long-term illness, poor mental health and wellbeing and/ or addiction. |
| Location: | Hybrid. A minimum of 2 days a week from home with the other days working flexibly from home or in the community, as agreed by your line manager, with attendance at our Milton Keynes office (MK3 6DP) as and when required. |
| Annual Leave | 25 days annual leave (which increase with long service) + bank holidays. |
| Benefits: | 3 Christmas closure days Up to 5 days paid Carers Leave Employee Assist Programme Free annual flu jab Free annual eye test Work equipment (laptop/phone) |
| Salary: | £23,718/ annum |
| Hours: | 37 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 for 1 year, with possible extension. |
| Responsible To: | Young Carers and Young Adult Carers Team Leader |

Main duties:

These include, but are not limited to:

- Receive referrals and undertake YC/YAC assessments (this will involve undertaking school and home visits as a lone worker.)
- Manage a caseload and ensure that individuals are supported appropriately based on their individual needs.

- Develop and maintain a good knowledge and understanding of YC/YAC needs and issues, and the services available to them.
- Work in an integrated way with colleagues in the Adult Carers Team, and at our sister charity Carers Bucks, in order to achieve the best possible outcomes for carers of all ages across the region.
- Work with a team of staff and volunteers to deliver a local service of one-to-one support including school drop-in services, targeted group work courses, clubs and activities.
- Ensure that all data relating to carers is stored correctly using our database, Charity Log.
- Undertake day-to-day administrative tasks and actively participate in staff meetings and panel meetings.
- Develop a network of contacts in other organisations to further the support of YC/YAC and raise awareness of carer issues.
- Refer YC/YAC to services that they require to improve health and wellbeing outcomes.
- Raise awareness of the needs of YC/YAC, ensuring professionals identify them earlier in their caring role.
- Be committed to representing and supporting the diverse communities in the local area and actively promote our services to those communities and groups who may not currently be accessing them, ensuring that our offer is in line with their specific needs.
- Work in partnership with Family Support, Early Help Services and Family Centres to ensure that they are identifying and supporting the YC/YAC in their services.
- Work with multidisciplinary teams to support YC/YAC and their families.
- Attend Child in Need and Child Protection Conferences as required, providing reports when needed.
- Update managers and other colleagues on current issues and developments which might impact the support we provide.
- Be proactive in assessing your own training needs and undertake relevant training accordingly.
- Represent Carers MK at promotional events, conferences and relevant networking meetings and actively participate in activities that we run ourselves e.g. our AGM, Carers Week and Young Carers Action Day.
- Any other duties as reasonably required by Carers MK.

Person Specification

Qualifications and Experience

- At least two years' experience of working with children and young people (D)

- Experience of working with YCs and/or YACs (D)
- Experience of working with health and social care professionals (D)

Knowledge and Understanding

- A clear understanding of the issues affecting YC/YACs, and their support needs (D)
- Demonstration of a commitment to, and a good working knowledge of, equality, diversity and inclusion (E)
- Ability to understand children's and adult's safeguarding policies (E)
- A good level of knowledge and understanding about developments in children and young people's services in Milton Keynes (D)

Competencies

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

Personal Attributes

- Self-motivated with ability to use own initiative (E)
- Creative, forward thinking, and 'can-do' approach to the support of YC/YAC (E)
- A willingness to actively participate in training and development opportunities (E)
- Ability to work flexible hours, occasional evening/weekend work as required (E)
- Ability to promote the needs of YC/YAC and the work of Carers MK (E)
- A positive attitude and a commitment to team working (E)
- Commitment to the values and ethos of Carers MK (E)

Other:

- Access to and the ability to use own car for work purposes (E)
(Alternatively, you must be able to demonstrate how you would manage the travel requirements in order to effectively carry out the role in a way that would work for all parties.)

E = Essential

D = Desirable