

# JOB DESCRIPTION

**YMDDIRIEDOLAETH  
GOFALWYR**

Croesffyrdd  
Gorllewin Cymru

**CARERS  
TRUST**

Crossroads  
West Wales



<b>TITLE:</b>	Young Adult Carer Project Worker (Maternity Cover)
<b>SALARY:</b>	NJC Pay Scale 5 point 13 - £21,074 per annum pro rata (funded through the National Lottery Community Fund)
<b>CONTRACT TYPE:</b>	Fixed-Term – 9 months from July 2021
<b>PENSION:</b>	5%
<b>ANNUAL LEAVE:</b>	23 days per annum plus 8 bank holidays (pro rata)
<b>DBS:</b>	Enhanced DBS required with Adult Barring Check
<b>HOURS:</b>	22.5 p/wk
<b>LOCATION:</b>	Carers Trust Office, Llanelli
<b>EMPLOYED BY:</b>	Carers Trust Crossroads West Wales
<b>RESPONSIBLE TO:</b>	Children & Young People's Carers Service Manager

## OVERALL AIMS OF THE POST:

To address both the immediate and broader issues that can lead to young adult carers aged 16-25 becoming disengaged from society and/or feeling alienated from having long term goals as a result of their caring role.

The programme has 7 pre-determined outcomes:

- **Health** – Improving the physical and mental health of young carers and any risks to them or the person they care for as a result of their health and fitness.
- **The caring role** – Improving the skills, understanding, support and equipment young carers need to manage their caring role now and information about their options when things change.
- **Managing at home** – Improving the abilities of young carers to manage day-to-day tasks and the suitability of their homes.

- **Time for yourself** – Improving the proportion of time young carers spend having breaks and time for themselves, according to their individual needs and wishes.
- **How you feel** – Improving the emotional well-being of young carers and how they manage any stress or anxiety arising from their caring role.
- **Finances** – Improving the abilities of young carers to manage their financial situations within a family-based approach.
- **Work, training and employment**– Improving support for young carers from education, training and employment providers and opportunities to access education, training and subsequent employment.

## **AREAS OF RESPONSIBILITY**

- To develop & maintain up to date knowledge of Young adult Carers' issues and relevant legislation
- To identify the individual and collective needs of Young Adult Carers
- To work 1:1 with Young Adult Carers to develop support plans to meet their individual needs and improve their access to services
- To support and co-facilitate Young Adult Carer groups including youth clubs to offer peer support and information
- To help support and co-facilitate trips and activities to give Young Adult Carers short breaks
- To co-facilitate group workshops for Young Adult Carers on topics to promote health & wellbeing, education & training focussed activities.
- To raise awareness and profile of Young Adult Carers with local service providers
- To improve the understanding of the needs of Young Adult Carers and identify areas of best practice with an emphasis on a whole family approach
- To develop project plans and action plans that link to project objectives and outcomes
- To collect feedback from Young Adult Carers and partners to ensure the project is effective
- To attend relevant training identified, particularly in regard to Safeguarding of Children and Vulnerable Adults.

## **Team working/Networking and Liaison**

- To be aware of opportunities for new partnership working, and help to develop clear protocols for joint working
- To foster and maintain existing partnerships with a wide range of statutory, voluntary and community group and forums across the county.
- To offer and provide team cover and continuity of services to carers in the event of colleagues planned/unplanned absence i.e. annual leave etc.

## **Administrative/Service Development**

- To maintain accurate case records on our Customer Relationship Management data base
- To demonstrate and record outcomes achieved for younger carers
- To assist in collating carer feedback and information to evidence need for improvement of existing carers services and/or development of new services
- To develop effective team work through informal and formal communication with colleagues and regular attendance and input into team meetings etc..
- To carry out all duties in accordance with the requirements of the Health and Safety at Work Act, adopting safe working practices always.

## **General**

- To be committed to safeguarding and promoting the welfare of vulnerable adults and children.
- To work at all times within the philosophy and policies of Carers Trust.
- To comply with the Health & Safety at Work Act 1974 and with Carers Trust policy, paying particular attention to the reporting of dangerous situations.
- To respect the personal choice and lifestyles of colleagues, carers, and people with care needs, ensuring that Equal Opportunity principles are applied always
- To comply with Carers Trust staff Code of Conduct.
- To undertake any other duties that may be considered commensurate with the level of the post.

# PERSON SPECIFICATION

Essential	Desirable
<p><b>Experience</b></p> <p>Direct experience of working for a support service and achieving positive outcomes for beneficiaries</p> <p>Community development or youth work</p> <p>Experience in Health/ Social Services or relevant third sector organisation</p> <p>Working with and implementing policies, procedures and guidance</p> <p>Solution focussed / problem solving ability</p>	<p>Experience of networking and liaising with a range of statutory and voluntary organisations</p> <p>Supporting children &amp; young people between 16-25 years old</p> <p>Familiarity with caring in a family situation</p> <p>Experience of facilitating groups</p>
<p><b>Qualifications</b></p> <p>A good standard of general education or ability to demonstrate relevant experience</p> <p>A recognised qualification in Community Care/Health /Youth services</p>	<p>NVQ/QCF in a relevant subject e.g. Health &amp; Social Care</p> <p>Numeracy</p>
<p><b>Skills and abilities</b></p> <p>Excellent communication and interpersonal skills</p> <p>An empathetic and supportive manner and an ability to deal with queries from individuals who are distressed</p> <p>Able to develop good working relationships with young people and their families while maintaining appropriate personal boundaries</p> <p>Able to keep appropriate records and manage own time including ability to plan, prioritise and manage workload</p> <p>Understanding and commitment to</p>	<p>Understanding of relevant legislation</p> <p>Ability to communicate in Welsh</p>

<p>equalities and human rights Ability to work on own initiative and as part of a team within policies, procedures and guidance</p> <p>Highly organised working methods with an ability to write and update accurate records</p> <p>Ability to use IT effectively including email, Word, and experience of using data bases</p> <p>Ability to maintain confidentiality</p> <p>Ability to use your initiative and work independently and as part of a team</p> <p>Good self-awareness and commitment to continuous professional development</p>	
<p><b>Knowledge</b></p> <p>An understanding of carers and the impact of caring</p> <p>Clear understanding of the Health &amp; Safety at Work Act and own and others' responsibilities</p>	<p>An understanding of the statutory and third sector support service provision in Carmarthenshire</p> <p>Carers' issues and legislation</p> <p>Children Act, UNCRC</p> <p>Local Resources</p>
<p><b>Other</b></p> <p>Valid Driving Licence and access to a vehicle for work purposes and able to travel and transport Young Carers to support groups across Carmarthenshire in a time and cost effective manner</p> <p>Able to work unsocial hours including at least one evening per month, occasional weekends and attend residential breaks of up to 3 days/ 2 nights</p> <p>A commitment to maintain and develop quality standards and quality services and</p>	

<p>good practice within Carers Trust Crossroads West Wales</p> <p>Applicants must be willing to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service</p>	
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