

Job Description

Title:	Carer Support Worker
Salary:	£22,183 per annum (Point 12 on the NJC Pay Scale)
Contract term:	Permanent
Hours:	37 hours per week. Hours will usually be worked during normal office hours, although some occasional evening or weekend working will be required.
Accountable to:	Senior Team Leader/Team Leader
Location:	<p>The post holders will work across a range of community settings, with office space usually being provided at Care for the Carers' office in Eastbourne (currently closed due to Covid-19), or at potential office spaces in our Satellite Carers Centres to be developed in 2021/22 in Hastings and Uckfield, and with remote working available.</p> <p>Three Carer Support Worker posts are being recruited to in April 2021. One Carer Support Worker will support the delivery of our new Mental Health Carers Project and two Carer Support Workers will support the delivery of our new Carers Assessment Reviews Project.</p> <p>The Mental Health Carers Project Carer Support Worker's main community duties will usually take place in settings within acute and community-based mental health services, however work anywhere within East Sussex may be required. Some evening and weekend working will be required to provide accessible support to working carers.</p> <p>The Carers Assessment Reviews Project Carer Support Workers will be mainly office-based or remotely-based in the first instance, however work anywhere within East Sussex may be required.</p>
Job Purpose:	<p>To provide information, advice, support and guidance to East Sussex carers, and refer carers to services provided by voluntary and statutory sector partners;</p> <p>To support the delivery of either the Mental Health Carers Project or the Carers Assessment Reviews Project;</p> <p>To empower carers to develop their skills and confidence in their caring role, build their resilience and ability to prioritise their own health and wellbeing.</p>
Functional Relationships with:	Care for the Carers colleagues and volunteers, Health and Social Care partners, voluntary sector partners.

Key Responsibilities:

1. Provide carers with information, advice, support and guidance via a range of methods and in a variety of community locations, to include:
 - a. Face to face support, both one to one (at Community Clinics, Carers Centres, home visits and meetings in neutral venues) and through support groups.
 - b. Telephone support - responding to low level carers' queries via the Carers Hub, undertaking Carer Coaching, and as part of ongoing casework
 - c. Email and online support, including social media - as part of the Carers Hub, and ongoing casework where applicable.
 - d. Intensive and ongoing support to carers with complex needs, where appropriate, e.g. as part of the Mental Health Carers Project.
2. Work with carers to empower them to prioritise their own health and wellbeing, and to access the support they are entitled to, including Carers Assessments and health checks.
3. Undertake Carers Assessment Reviews as required, in line with agreed operational processes developed with the Local Authority.
4. Support the delivery of the occasional training sessions to groups of carers and/or professionals.
5. Work with colleagues in the NHS, Social Care and the voluntary sector to best support carers:
 - a. To identify carers, obtain referrals and inform practice in relation to carers.
 - b. To undertake joint working with partner organisations on casework, attending multi-agency meetings, and sharing case updates with carers and colleagues in line with data protection legislation and carers' wishes.
 - c. To stimulate carer-friendly practice.
6. Promote Care for the Carers and develop partnerships in East Sussex by attendance of meetings, local forums and networking with professionals who work with carers.
7. Keep records up to date at all times and in line with Care for the Carers' policies and procedures, supporting the monitoring and evaluation of the project.
8. Take an active part in Team Meetings, training and own supervision and appraisal.
9. Act at all times in accordance with Care for the Carers' policies, including Diversity and Equal Opportunities Policy, and in a way that will ensure the reputation of the organisation is maintained and enhanced.
10. Carry out any other duties commensurate with the post, as agreed with the Director of Services.

Please note, this Job Description is intended to outline the main duties of the post and may change as the post and organisation develops.

May 2021