

Job Description

Title:	Inclusion and Development Worker
Salary:	£24,982 per annum pro-rata (Point 18 on the NJC Pay Scale) Actual salary £10,128 per annum for 15 hours per week
Contract term:	Permanent
Hours:	15 hours per week, usually worked during normal office hours, with some occasional evening or weekend hours required. This role could be combined with another part time post.
Accountable to:	Services Manager – Communities
Location:	Currently based at our office in Eastbourne, with the potential to be based in Hastings or remotely. The post includes some travel within East Sussex, in particular Hastings and Rother.
Job Purpose:	<p>To provide information, advice, support and guidance to carers from less heard groups, and refer carers to services provided by voluntary and statutory sector partners;</p> <p>To empower less heard carers to develop their skills and confidence in their caring role, build their resilience and ability to prioritise their own health and wellbeing;</p> <p>Taking a community development approach, to raise awareness of caring and carers' services within diverse communities to reduce the barriers to carers from underrepresented groups accessing support.</p>
Functional Relationships with:	Services Manager – Adult Carers, Care for the Carers colleagues and volunteers, Health and Social Care partners, voluntary sector partners.

Key Responsibilities:

1. Provide carers from underrepresented groups - such as (but not limited to) BAME backgrounds, the LGBTQ+ community and the Traveller community - with information, advice, support and guidance. To be delivered 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.
2. Work with less heard 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. Develop, organise and facilitate training, social activities and workshops for carers, proactively targeting less heard communities in the most deprived wards in the County.
4. Work with colleagues in the NHS, Social Care and the voluntary sector to best support less heard carers:
 - a. To identify carers from underrepresented groups, encourage improved referral rates to carers' services, 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 and remove barriers to carers from less heard communities accessing carer support, proactively targeting community development activity within the most deprived wards in the County.
5. 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.
6. Develop and deliver tailored carer awareness training to organisations and community groups working with service users from underrepresented groups
7. Keep abreast of local and national developments affecting carers and those from underrepresented groups, including legislation, social care, health services and welfare benefits.
8. To maintain professional boundaries and standards of service in accordance with Carers Centre policies and national guidance.
9. 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 and to produce written reports.
10. Undertake Carers Assessment Reviews as required, in line with agreed operational processes developed with the Local Authority.
11. Take an active part in Team Meetings, training and own supervision and performance review.
12. 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.
13. Carry out any other duties commensurate with the post, as agreed with your manager.

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

September 2021