



Job Description

Title:	Carers 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.
Accountable to:	Head of Communities
Location:	Currently based at our office in Eastbourne and home working, with the potential to be based in Hastings. The post includes some travel within East Sussex.
Job Purpose:	<p>This post holder will work with colleagues across the organisation to ensure that Care for the Carers provides information, advice, support and guidance to carers from less heard groups, and refer carers to services provided by voluntary and statutory sector partners. The work will involve underrepresented carers groups, such as ethnically diverse, the LGBTQ+ and the Traveller community.</p> <p>It will aim 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. It will do so by 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> <p>The work spreads across different diverse carers groups and across the East Sussex. Initially, with a specific focus on Hastings and ethnically diverse communities, particularly the Chinese carers.</p>
Functional Relationships with:	Care for the Carers colleagues and volunteers, Health and Social Care partners, voluntary sector partners.

Applicants from underrepresented groups are actively encouraged to apply for this position.

Key Tasks:

1. Support Carers Support Staff in providing carers from diverse backgrounds with information, advice, support and guidance as part of the Carers Centre, including:
 - a. Taking part in face to face, telephone or e-mail support
 - b. Attending carers support groups
 - c. Supporting colleagues to access relevant support for the carers individual needs
 - d. Advocating on behalf of carers and, when appropriate, for those they care for, and to liaise effectively with other agencies
 - e. Intensive and ongoing support to carers with complex needs, where appropriate.
2. Provide outreach interventions to maximise the opportunities for carers from diverse backgrounds to engage in support. This could include meetings with carers in the community.
3. To develop, organise and facilitate training, social activities and workshops for carers in a group setting.
4. Provide referral or signposting to other agencies and to other Carers Centre projects that offer services from which carers will benefit and as identified with the carer as appropriate.
5. 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, including working with Care for the Carer Communication and Community Development staff.
6. Develop relationship with organisations in the voluntary, community and statutory sector who work with diverse communities, to identify carers and encourage improved access to carers services.
7. Work with colleagues in other organisations and agencies providing services 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.
8. To assist with delivering tailored carer awareness training to organisations working with carers from ethnic minority backgrounds.

Additional Tasks:

1. Work jointly with Inclusion Workers at West Sussex and Brighton & Hove Carers Centres, as part of the Sussex Carers Partnership.
2. 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.
3. Keep abreast of local and national developments affecting carers and those from underrepresented groups, including legislation, social care, health services and welfare benefits.
4. Maintain professional boundaries and standards of service in accordance with Carers Centre policies and national guidance.

5. 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.
6. Take an active part in Team Meetings, training and own supervision and performance review.
7. 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.
8. 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.

April 2022