

Job Description

Title:	Carer Engagement Adviser (Young Carers)
Hours:	22.5 hours per week
Office Base:	Carers Plus Yorkshire office, Northallerton
Line Management:	Service Manager
Contract:	Fixed term till March 2024

Job Summary

- To work with colleagues and partners to encourage and facilitate the early identification of young carers.
- To provide support, advice and information to all young carers who are looking after or supporting a relative or friend due to illness, disability, mental health illness or drug or alcohol use in the Hambleton and Richmondshire.
- To develop our Young Carer Service in all localities across Hambleton & Richmondshire, ensuring access is available across rural and urban areas
- To ensure that the whole family approach is part of your working practice streaming support across both young carer and adult carers services.
- To organise, coordinate and undertake all necessary tasks to ensure that term time and holiday groups and activities take place and run smoothly
- To develop a programme of Young Carer Ambassadors and Carer Champions in school settings
- To support the development of school support mechanisms including the development school hubs
- To contribute to the overall development of CPY and specifically the young carer's support service.

Main Aims of Role

- To ensure that all young carers have access to a wide range of advice, information and support services available and are offered the level of support appropriate to their needs and throughout their caring journey.
- To support the development of Young Carers through 1:1 support work, encouraging young people to identify and work towards their educational and personal goals and ambitions
- To ensure young carers have access to and take part in school-based opportunities and holiday activities/groups. At all times ensuring all organisational and legal requirements for such activities is met (e.g. consents, risk assessments etc).
- To encourage young carer involvement in designing activity programmes and other aspects of the service delivery including our Young Carer Ambassador programme and Carer Champion training.
- To support young carers through transition into adulthood working alongside the Young Adult Carer Adviser within CPY.

- To work with all community and statutory partners to increase the early identification and recognition of young carers, to raise young carer awareness and to ensure that all young carers are given access to an offer of an assessment.
- To support and initiate the development of services for young carers and to promote all services provided by CPY within the community.

Key Tasks:

- To develop ways of identifying young carers at early stages
- To assist and support individual young carers with advice and appropriate information as well as providing an emotional support as appropriate
- To work with the families of young carers to reduce levels of inappropriate caring where this is identified
- To carry out young carers assessments, support plans and reviews as laid down in procedural documents and policies
- To provide information and advice to local statutory and voluntary agency staff on issues relating to young carers and to raise awareness generally in the community about young carers issues
- To liaise with representatives from health services, children's social care, education Services, the voluntary sector and other organisations on young carers issues
- To empower (and enable) young carers to articulate their needs and where necessary act on their behalf
- To identify the awareness needs of organisations and agencies about young carers and contribute to the delivery of informal and formal training
- To work with the team in developing and arranging group sessions and learning experiences consistent with common needs identified within individual support plans
- To undertake all health and safety paperwork, legal and other organisational requirements necessary to ensure that all groups and activities run smoothly and are safe and coordinated
- To keep up to date information required for monitoring purposes and to complete all case file recording as instructed and according to CPY policies; to keep such records as may be required by the organisation and statutory funders
- To complete and promote all outcome and impact measurement tools as required
- To work with the whole team to develop appropriate publicity materials for young people, including website development, social media interactions.
- To keep up to date on young carers' needs and issues (local, regional and national) and attend training events/conferences as appropriate
- To keep up to date with services, welfare benefits and organisations providing support to young carers
- To oversee the work of individual volunteers as required and requested
- To contribute to the on-going monitoring and evaluation of the services provided by CPY, specifically the young carers support service
- To undertake any training deemed necessary by the Service Manager and identified during supervision and appraisal
- To follow all North Yorkshire County Council Child Protection policies and adult safeguarding policy and practices.
- To contribute to the overall development of CPY and the future development of the young carers support service in particular
- To be a representative for carers issues and to use your knowledge of carers needs as appropriate in a variety of professional settings and to raise awareness as appropriate (acting within the Confidentiality Policy)
- To work with the whole team to promote the marketing of CPY services and to undertake any tasks required to raise awareness of the services offered e.g. attendance at open events, giving talks to promote CPY services, promote Carers Week and Carers Rights day.

General Duties:

1. To comply with Carers Plus Yorkshire's policies and procedures.
2. To identify and agree with his/her Line Manager his/her own training and development needs and seek ways to address them.
3. To prepare for, attend and contribute to regular one-to-one supervision sessions and team meetings.
4. To provide appropriate cover for staff absences.
5. To represent Carers Plus Yorkshire at a local level when required.
6. To take responsibility for specific pieces of 'project' work in agreement with Line Manager.
7. Any other duties as required to support the organisational priorities and Business Plan, in agreement with Line Manager and Chief Executive Officer.
8. To be flexible with contracted hours as required by the organisation and in agreement with Line Manager.

* * * * *

This job description may be reviewed in consultation with the postholder from time to time.

A no smoking policy is in place.

September 2021