



Job Description

Nottinghamshire Young Carers School Worker

SALARY; (PA on a Pro Rata Basis):

Probation:	£20,515
Basic:	£20,947
Grade 1:	£21,888
Grade 2:	£22,626

2019 Current Pay scales pro-rata (subject to length of service and satisfactory performance appraisals).

Essential Car Users and mileage payment

HOURS: 18

OFFICE LOCATION: Currently Ripley, Derby and Chesterfield, other Nottingham bases to be confirmed

GENERAL:

Responsible directly to the Board of Trustees of the Company and accountable on a day to day basis to the Operations Director or other nominated person.

To work to further the aims of the Company as laid out in the Memorandum and Articles of Association and as directed by the Board of Trustees.

To provide information, signposting and advice within school and education settings. Identifying and working with Young Carers and professionals to refer onto appropriate support and assessment in line with statutory guidance and local council policy.

DUTIES:

- To build and maintain relationships with schools and education settings to raise awareness and improve identification of Young Carers including delivering school assemblies, workshops and staff meetings supporting key staff to scope their work with Young Carers
- To provide support and guidance to school staff and education professionals to help them support Young Carers in their settings and aid to create promotional materials which will support the aims of the project.

- To signpost staff, professionals and Young Carers to relevant organisations and for Young Carers Assessments through NCC as appropriate
- To provide presentations and training relating to awareness of Young Carers and their needs, as appropriate. Facilitating regular Forums
- To maintain up-to-date knowledge of developments in local and national Carers' Strategy, Social Care and Health sectors and the wider community: their relevance for Carers and apply this knowledge in delivering services to Young Carers and their families.
- To undertake appropriate Child Protection, Safeguarding and or Vulnerable Persons training Mental Health first aid as necessary.
- To maintain records, collect statistical data, provide reports and store and share information in accordance with requirements of the post, Derbyshire Carers policies and protocols and compliance to Data Protection Act.
- To participate in team meetings, team building, training activities and appraisal to enhance personal and professional development.
- To prepare for and participate in regular supervision meetings and seek additional supervision, as appropriate.
- To work to Action Plans with timescales and monitoring systems, as identified by Service Managers.
- To work with Health and Safety Law and organisational policies and procedures, as integral to safe practice in the service provided to Carers and report any concerns Be aware of Child Protection issues and related procedures within Nottingham and Notts area and those of Derbyshire Carers
- Work within the guidelines of Nottinghamshire County Local Authority. To support volunteers and sessional workers within agreed procedures.
- To take an empowerment approach in working with Carers using the service.
- To manage an account properly for any delegated budgets and to undertake limited fundraising activities. Where appropriate, share ideas and information of new funding opportunities with the Service Manager.
- To provide other such services as may be required from time to time in relation to the post.
- Ensure opportunities for regular consultation with all involved in the project evaluate, monitor and circulate responses enabling constant review of practice

Skills and Qualifications

Essential

- Substantial youth work experience
- Project development experience
- Working with young people from diverse and often difficult backgrounds
- Resource management and interest in charity status / voluntary sector to ultimately deliver an exceptional service
- Partnership working with a range of organisations maintain network of appropriate contacts
- An understanding of young people at transition stages & the interface with school systems, health issues & family relationships

- A commitment to equal opportunities, and a sensitivity to the needs of children and young people from diverse background
- Develop and work to procedures to improve and maintain quality service
- Maintain accurate and appropriate records produce operational plans case profiles and outcome monitoring and reporting
- Competent IT skills
- Flexibility to ensure effective use of time and costs
- Work with Service Manager to develop and maintain best practice and meet service delivery targets and quality outcomes
- Good level of interpersonal skills to support the team and/or across the organization
- Ability to recognise conflict situations and manage them to a satisfactory conclusion for all concerned
- Ability to forward plan and organise own workload

Desirable

- A recognised youth-work qualification or equivalent
- Understanding of government legislation and policies concerning young carers and their families
- Relevant professional qualifications, Higher Education/Degree Level