



# Job Description

November 2021

## Young Carers Support Worker

<b>Title</b>	Young Carers Support Worker
<b>Contract</b>	Permanent
<b>Salary</b>	£25,041.45
<b>Location</b>	Based at Harwell Innovation Centre, Curie Avenue, Didcot, OX11 0QG
<b>Reports to</b>	The Director

### Introduction

Operating throughout the South Oxfordshire and the Vale of White Horse Districts, Be Free Young Carers is an independent registered charity, established in 1994. It offers emotional support, social activities, training and befriending to young carers providing care to family members. It is the only specialist charity supporting young carers in Oxfordshire.

### Job Summary

Working in close liaison with our other young carers support workers, provide support and advice to young carers and devise, develop, implement and manage a programme of social activities for young carers (trips, training and other activities).

### Key responsibilities

- Organise, promote and lead social activities, trips, outings and training, which are child and young people centred, for groups of Young Carers;
- Provide one-to-one support for Young Carers, liaising with other agencies to help ensure the best outcomes for Young Carers;
- Contribute towards awareness raising events and activities to increase the identification and support of Young Carers, including liaison with Schools and community clubs;
- Liaise and work with colleagues to empower Young Carers and their families;
- Play a role in the assessment of Young Carers as part of the Common Assessment Framework (CAF), Team around the Child (TAC), Young Carers assessments, and assessments carried out by other professionals;
- Develop the active participation of Young Carers, enabling their voice to be heard;
- Support Young Carers and their families to access appropriate support services;
- Record all casework contact information and ensure that all appropriate consent forms, MACA/PANOC assessments, Baseline Forms, and other required information and administration is completed and recorded for all Young Carers;

- Ensure all tasks, procedures, and practices comply with Be Free Young Carers' policies, including safeguarding and child protection, health and safety, confidentiality and equal opportunities;
- Assist in the production of Newsletters and other communications to Young Carers and their families;
- Keep abreast of, and follow at all times, national and local policy in relation to safeguarding children and vulnerable adults;
- Monitor and evaluate work, producing records and reports as required;
- Contribute to a safe, positive and friendly working atmosphere;
- Attend training and other meetings as required;
- Provide reports and information to Trustees and other reporting as required;
- Assist in promoting and publicising Be Free Young Carers;
- Attend and contribute to team meetings and represent Be Free Young Carers at external meetings as required;
- Actively contribute to and support the development of Be Free Young Carers;
- Undertake any other duties as requested by the Director.

This job description is not intended to be comprehensive but indicative. Responsibilities may be varied from time to time, depending on the needs of the Organisation

Access to your own transport is essential as the post is based in Didcot and currently covers South Oxfordshire and the Vale of White Horse Districts.

### **Supervisory Responsibility**

None.



# Person Specification

November 2021

## Young Carers Support Worker

Essential Skills and Experience		Desirable Skills and Experience
<b>Qualifications</b>		
1	Recognised qualification in Youth Work/ Social Work/ Education/Health NQF/QCF Level 4 or equivalent	
2	Excellent IT skills, Microsoft 365	
3	Evidence of ongoing training and development	
<b>Knowledge and Experience</b>		
4	Work with groups of children and young people particularly in the age range 8 - 18 years	Work with young carers; good understanding of the impact of caring responsibilities on young people
5	Knowledge of safeguarding children procedures	
<b>Aptitude and Skills</b>		
6	Ability to gain the trust of young people and their families	
7	Ability to maintain proper boundaries with young people	
8	Communicate effectively and sensitively with children and young people and respond appropriately to their needs	
9	Plan and organise activity programmes with young carers	
10	Liaise effectively with families and other professionals	
11	Maintain records and provide clear written reports	
12	Manage challenging behaviour in individuals and groups	
<b>Disposition/Attitudes/Motivation</b>		
13	Caring, positive and friendly disposition	Understanding of the needs of carers
14	Self-motivated but able to work as part of a team	Knowledge of the range of statutory and voluntary agencies working with young carers
15	Accepting of supervisory guidance and advice	

16	Commitment to equal opportunities, to empowering young carers and to confidentiality	
17	Understanding of and comfortable with youth culture	
<b>Other</b>		
18	Willingness to travel and work out of hours when required	
19	Ability and willingness to work the occasional weekend	
20	Smart / casual appearance appropriate to the context	
21	Full driving licence and access to own transport during working hours	