

JOB DESCRIPTION

Title of Post:	Young Carers Service Coordinator
Location:	Based at Angus Carers Centre, 8 Grant Road, Arbroath and working throughout the Angus area
Hours:	35 hours per week
Responsible for:	Young Carers Development Worker, Young Carers Support Worker, Young Carers Group Worker, Sessional Staff, Volunteers and Students
Salary:	P33 – 36: £28,644 - £30,810 per annum*
Responsible to:	Chief Executive Officer

*(*Please note – funding for this post has been secured at a Young Carers Development Worker level. Top up funds have been applied for and notification of approval is has been sought before the interview on Thursday 20th June).*

Purpose of Job

Support young carers in their caring role and to achieve their potential by managing the day to day work of the service, including line management of the team. Support the development of the Angus Young Carers Strategy, as part of a multi-agency team. Hold a small case load of young carers.

Main Tasks

Management & Development of the Team

- a) Employ effective leadership techniques to ensure a well-motivated and enthusiastic staff team and promote the potential of staff.
- b) Oversee the recruitment and induction; development of mandatory training plans; support staff to complete individual CPD Plans in line with organisational plans; provide regular support & supervision and annual reviews.
- c) Promote an open, collaborative and flexible approach to the work of the organisation by ensuring that staff are informed and involved in the Centre's planning and operation.
- d) Implement effective communication systems to promote efficient team working and enhance service delivery.
- e) Ensure all HR policies are adhered to, including Attendance Management.

Service Excellence

- a) Participate in the organisations Digital Transformation.
- b) Maintain and uphold all Angus Carers Centre policies, procedures and practices and contribute to their continuous improvement.
- c) Manage and monitor carer referral allocations, ensuring that workload is managed across the team to provide the best possible outcomes for the organisation.

Support Young Carers

- a) Undertake assessments of prospective young carers and identify supportive interventions required to support them in their caring roles.
- b) Provide information, advice, and support to those young carers on an individual and group basis.
- c) Undertake group work and organise social and leisure activities for young carers including residentials.

- d) Use principals of good case management in all aspects of the role.
- e) Co-ordinate sessional staff and delegate responsibilities.
- f) Organise or facilitate access to social and leisure activities for young carers in response to their stated needs and preferences.
- g) Undertake an assessment of their needs, provide advice and support, and to access appropriate services in the community, in accord with current legislation.
- h) Research and identify appropriate tools and resources on a young carer-centred basis.
- i) Work with the young carer to ensure an individual action plan is in place and regularly reviewed.
- j) Organise planned and appropriate endings for young carers where they and their family understand why they are leaving the service.
- k) Liaise with the Volunteer Coordinator to ensure smooth running of groups and programmes.

Strategic Development of the Service

- a) Represent Angus Carers Young Carers Service at the Young Carers Strategic Development Group and develop opportunities for collaboration or co-working with agencies involved with young carers e.g. education, health, social work, youth groups, voluntary organisations etc. and to raise awareness in respect of this project.
- b) Work with education and other partners to identify young carers in Angus who meet the criteria for this service, using the agreed referral pathways.
- c) Develop the use of the Young Carers Information Pack for Schools.
- d) Raise public awareness of the needs and rights of young carers and their families.
- e) Provide training to other professionals about young carer issues as needed.
- f) Work with funders to establish the monitoring framework and ensure that all evaluation requirements for the project are in place.
- g) Liaise with other services on an as needed basis to share information and best practices, including the Scottish Young Carers Alliance.
- h) Support young carers to take an active role in the Young Carers Consultation activities on a local and national level.

Promotion/Publicity

- a) Assist in the promotion of this service.
- b) Work with the staff team to identify hidden carers.
- c) Assist in ensuring promotional materials are current and relevant.

General Responsibilities

- a) Maintain accurate and confidential records.
- b) Produce verbal and written reports as required.
- c) Maintain statistics as required.
- d) Ensure good practice and confidentiality boundaries are maintained at all times.
- e) Participate in a continuing learning & development plan, including regular support and supervision meetings, training activities and bi/annual reviews.
- f) Evidence commitment to working as part of our integrated staff team.

The above does not represent an exhaustive list of responsibilities and tasks but indicates the main responsibilities required from employees in this role. The organisation reserves the right to require employees to perform other duties from time to time.

This is an exempted post under the Rehabilitation of Offenders Act. The nature of this role means that the post holder will be in a position of trust carrying out regulated work with vulnerable people, and will therefore be required to register with the PVG Scheme in Scotland.

This requirement is in line with the Protection of Vulnerable Groups (Scotland) Act 2007 and also with the Centre's own Disclosure Policy.