Carer Support Elmbridge: Job Vacancy

**Parent Carer Support Worker**- part time 16 hours a week, £11.56 per hour, based at Walton on Thames

Our lively Carer support team is looking for a Parent Carer Support Worker (part time) to provide information and support to parent carers. The job includes developing Parent Carer groups and networks, managing a small caseload, and raising awareness of Parent Carer’s needs amongst policy makers and service providers. Applicants should have at least 2 years relevant experience of the community care field or a related area, an understanding of the problems faced by Carers and be a skillful networker and communicator. Flexible working hours: use of own car is required.

The deadline for applications is Thursday 14 March

For an application pack email or telephone to:
Carer Support Elmbridge
Case House
85-89 High Street
Walton-on-Thames
01932 23815
Email: carersupport@elmbridgehousing.org.uk

http://www.carersupportelmbridge.org.uk
Job Description

Parent Carer Support Project Worker (Part-Time 16 hours per week) 2 year contract.

Carer Support Elmbridge offers a range of services to Carers throughout the Borough, including support and advocacy, helping Carers to obtain the correct support, provide information about caring, benefits and services, produce a regular newsletter, running informal Carer groups and providing practical training and “Time Out”.

We are a small and lively team of two full time Carer Support Workers with part time administrative and accounts support. We are located in attractive modern offices in Case House, High Street, Walton-on-Thames.

We have 245 Parent Carers on our database, some caring for more than one child in the family with a disability or additional needs. Thanks to a generous grant from the Lloyds TSB Foundation for England and Wales we are able to enhance and develop Carer Support services for this specific group to achieve the following specific outcomes:

- Helping Parent carers and their families feel that they can remain part of their community
- Families feel well informed about the services available to them and how to achieve best outcomes for their children. Including benefits advice.

Job: Parent Carer Support Project Worker (Part Time 16 hours a week.)

Responsible to: Senior Carer Support and Advocacy Worker

Area Covered: Elmbridge Borough Surrey

Aim of job: To develop and co-ordinate services for Parent Carers, by developing and facilitating two Parent Carer support groups a month across the Borough. Undertaking home visits, visiting Special Needs schools, playgroups and other appropriate organisations to promote CSE’s services, help with benefits advice, support to obtain services via signposting or
referring to appropriate services and supplying both national & local relevant information. To manage a small case load of Parent Carers, referring more complex cases to the Carer Support and Advocacy Workers.

Responsibilities:

1. As part of the Carer Support Elmbridge team
   
   1.1 To publicise the Carer Support Elmbridge services through visits to Special Needs Schools, playgroups, special interest groups etc.
   
   1.2 Acting as “point of contact” for individual Parent Carers, undertaking visits to Carers and the children in their own homes. To advocate on behalf of the Carer and encourage self-advocacy. Supplying and supporting Parent Carers with information regarding benefits, respites, assessments, adaptations, SN education, etc. via telephone, emails home visits and written correspondence. Referring complex cases to the Carer Support and Advocacy Workers.

2. Providing a degree of emotional support and empowerment to parent carers through encouragement and advocacy.

3. Working in partnership with Surrey County Council Social Care Teams, Surrey NHS and the Voluntary Sector –and voluntary agencies regarding Individual Parent Carer’s issues
   - Raising awareness of Parent Carers’ issues with policy makers and service providers
   - Participating in appropriate forums, steering and strategy groups, to
     - Keep updated with current policy and procedures and service eligibility criteria, encouraging Parent Carers to attend, support groups, forums and contribute to planning and influence policy

4. Parent Carer Support Projects
   - To develop and run two monthly Parent Carers groups, enabling Parent Carers to meet with other Parent Carers and CSE staff, exchange information and have a brief respite break from their caring responsibilities.
   - Encouraging and mentoring parent carers to develop and run their own parent carers groups

5. Parent Carers Health Needs/Training
   - Identifying health and training needs
   - Assisting in organising training days for parent carers e.g. back care, assertiveness, stress etc.

6. Assistance with the Time Out scheme
   - Co-organising and attending relevant events/trips
   - Processing referrals
Skills Knowledge and experience:

Essential
1. A minimum of 2 years relevant experience of working in the health & social care field or a related area in the statutory, voluntary or independent sector
2. Evidence of understanding of the needs and problems faced by Carers and Parent Carers.
3. Experience of relevant statutory and voluntary agencies, knowledge and understanding of relevant legislation and its impact
4. Evidence of good communication skills, verbal and written. The Part-time Parent Carer project worker is expected to write regular reports and to make contributions to the publication of the Newsletter, develop publicity materials.
5. Evidence of strong team skills and flexibility, including the ability to work on own initiative
6. Evidence of professional self-confidence - the ability to work appropriately with people at all levels, with tact and diplomacy and a sensitivity to the political and social environment. Evidence of good listening skills; respect for confidentiality in all circumstances
7. Evidence of sound administrative experience. Maintaining and presenting simple statistics and maintaining effective office systems and monitoring systems.
8. Computer literacy including email, Word and excel. Ability to research developmental information.
9. Own car for work where expenses will be paid. Clean driving licence.
10. Knowledge of Elmbridge area.

N.B. This job requires enhanced CRB disclosure.

Summary of terms and conditions of employment

The full terms and conditions will be set out in the personal contract of employment agreed between the two parties. The following is a summary of the main points.

Contract: This is a two year fixed-term contract.

Salary: £ 9615 p.a. (NJC point 24 pro rata including Outer Fringe Area Allowance of £750) This equates to £11.56 per hour.

Hours: Part Time: 16 hours a week, actual working days of the week to be agreed. If some overtime is required, this is compensated by Time Off in Lieu.

Annual Leave: 11 days plus public holidays when they fall on a working day.
Application for Employment

Please return this application by email if possible to carersupport@elmbridgehousing.org.uk by Thursday 14 March. Interviews will be held on Thursday 21 March.

Parent Carer Support Worker

CV’s are not accepted. Please complete the details below and continue on a separate page where necessary. Please give examples from your experience that demonstrate why you are qualified for this job.

Surname:

Other names:

Address:

Telephone Numbers
Home:
Work : (If we are able to contact you there)

Mobile:

E-mail:

Date of Birth:
**Employment History**

1. **Current (most recent) Employment**

   Name and address of present (most recent) employer:
   (Please include an email address.)

   
   Job Title: Date Appointed:

   Present Salary:

   Other employment benefits:

2. **Previous Employer(s)**

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3. Education

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4. Recent training courses attended

5. Please describe below any voluntary work you have participated in which is relevant to your application.

6. You are invited to state below (and on a separate page if necessary) examples of the experience you have gained in your employment and voluntary work and to explain its relevance to the skills, knowledge and experience required for this job.
7. References:

Names, addresses (including telephone/email details) and status of two referees (not relatives). One must be your current or last employer.

1.

2.

Can we contact the referees without further reference to yourself?

YES / NO

8. You will be asked to sign a paper copy of this form if you attend for interview

Rehabilitation of Offenders Act 1974

1. This post you have applied for is exempted from the provisions of 4(2) of the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions for other purposes are “spent” under the provisions of the Act. Have you at any time been convicted of a criminal offence?

YES / NO.
If yes please give details:
I declare that the information proved on this form and on any accompanying documents, is true to the best of my knowledge and belief.

I authorise Carer Support Elmbridge to contact the Police for the purpose of obtaining information from their records regarding any past convictions, including spent convictions.

I agree that the contents of this from and any accompanying documents may be treated as part of any contract of Employment agreed between myself and Carer Support Elmbridge.

Signature of Applicant                                      Date
**Terms:** The post is available immediately. The appointment will be made on the basis of a six month probationary period with one month’s notice on either side. After satisfactory completion of probation the notice period will be two months. There is a mileage allowance for essential work related journeys. There is no provision at present for pension or pension contribution.

**Status and Funding:** We are a registered charity funded by Surrey County Council, And NHS Surrey.

**Reporting:** The staff report to the Chair and the CSE Board of Trustees/Management Committee/. There is a performance appraisal process.