

## KINGSTON CARERS' NETWORK

Registered Charity No: 1039508

### JOB DESCRIPTION

<b>Job Title:</b>	Targeted Support Worker (for young carers)
<b>Salary:</b>	£20,221 for 24 hours per week
<b>Hours of Work:</b>	24 hours per week (will involve some evening/weekend duties)
<b>Holiday Entitlement:</b>	25 days per annum plus statutory holidays (pro-rata)

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### RELATIONSHIPS

**Reporting to:** Young Carers' Project Manager

**Important Internal Relationships:** Young Carers Support Workers  
Adult Carers Advisers  
Volunteer Coordinator  
Mentoring Coordinator

**Important External Relationships:** Children's and Adults' Social Care, Schools, health services, mental health and substance misuse/addiction services, GPs, other voluntary and community organisations, Education and Youth Services

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### PROJECT AIMS

- To deliver targeted support to young carers and their families to reduce the risk of excessive, inappropriate or harmful caring
  - To coordinate a package of support by working with KCN colleagues, adult and children's services, schools and other agencies to meet the underlying needs of young carers
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### DUTIES:

- Managing a caseload of high-needs families where there is a child at risk of carrying out excessive, inappropriate or harmful caring
- To work in a holistic way to support families referred to the project to address the underlying needs related to the caring role
- Develop and propose support plans working in partnership with the whole family

- To work with colleagues to ensure that assessments and outcome monitoring is carried out and repeated to measure and evaluate outcomes
- To advocate for families by working with colleagues and other agencies, including adult and children's social care
- To refer families to KCN's advice service for benefits advice to maximise their financial situation
- To consult with young carers using the Young Carers' Forum to ensure that young carers have a voice and services meet their needs
- Develop and maintain a range of strategies and resources to effectively engage children, families, partners and communities
- To plan, deliver and review, young carer and family support plans to ensure that interventions continue to meet the needs of the whole family and agreed outcomes are met.
- Promote and co-ordinate day-to-day inputs of other agencies, including providing information and advice for team members and ensuring professional boundaries are set and maintained.
- To have a clear understanding of safeguarding and protecting families from risk and harm and to follow local safeguarding procedures
- To establish and maintain effective working relationships with statutory and voluntary agencies to ensure a high standard of service and support to families.
- Undertake administrative tasks as agreed including IT data recording
- To ensure that monitoring and statistical information regarding the project is available to the project manager, chief executive, colleagues and trustees
- To facilitate engagement meetings and disseminate relevant project information, if required
- To work with established procedures for monitoring information, assessment, information sharing, confidentiality, safeguarding and health and safety.
- To participate in regular case planning and review meetings, supervision, appraisal and training.
- To work outside traditional office hours as necessary, with regular evening or weekend work.
- To carry out any other duties appropriate to the role.

The duties of this post will change and develop over time. The post holder will be expected to monitor such developments and propose appropriate changes in the job description to the Chief Executive of Kingston Carers' Network.

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## **POST OF TARGETED SUPPORT WORKER**

### **PERSON SPECIFICATION**

#### **Essential**

- Ability and willingness to work flexible hours (to see young carers after school and to link with professionals). The post will require some evening / weekend work.
- Satisfactory completion of an enhanced DBS check
- Recent experience of working with young people aged 5-18 years.
- Community experience, preferably in joint working with Health and/or Social Services and education.
- An ability to handle complex and challenging situations individually and as part of a team.
- Experience of using assessment tools, monitoring and evaluating outcomes.
- Ability to manage own time effectively and to undertake development and project management
- Demonstrable ability to complete complex assessment, SMART planning and delivering interventions
- An understanding of the role of young carers and the issues that may affect them.
- An understanding of the additional issues for young carers from minority communities.
- Ability to communicate effectively both orally and in writing.
- Knowledge of legislation relating to young carers
- Excellent time management skills and an ability to prioritise workload.
- Understanding of issues of child safeguarding, confidentiality and data protection
- Commitment to equal opportunities.
- An ability to work as part of a team.
- Computer literate (particularly use of Microsoft Word, Excel, PowerPoint, Outlook, Publisher and databases) – this is a self-servicing post.

### **Desirable**

- A qualification relevant to the field of work including social work, family work, mental health, housing, advice, youth or community work.
- A recognised Parenting qualification and/or experience of delivering evidence based parenting programmes.
- Experience of engaging hard to reach children and families, working in partnership with parents and the community.
- Experience of support and mediation work with young people and adults.
- Use of car.
- Knowledge of adult and children's services available in Kingston upon Thames.
- Experience of working with carers and/or carers' groups.
- Ability to design and produce appropriate information and publicity materials.