

NORTH STAFFS CARERS ASSOCIATION

(hereafter shown as NSCA)
Company Ltd by Guarantee registered in England.
Registered number 3313461. Registered Office,
Trent House, 234 Victoria Road, Fenton, Stoke-on-Trent, ST4 2LW
Registered charity No. 1062548

JOB DESCRIPTION

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| Job Title: | Transitional Wellbeing Advisor (Young/Adult Carers) |
| Employed By: | North Staffs Carers Association |
| Salary: | £14,800 per annum + pension (£12.65 per hour) |
| Hours of Work: | 22.5 hours a Week (service user led/flexible to meet the needs of the role, will include evening and weekend work) |
| Holidays: | 5 weeks + statutory Bank Holidays |
| Responsible to: | Deputy Chief Officer |
| Base: | Trent House, Fenton |
| Area Covered : | Stoke-on-Trent |
| Contract Period: | 12 month contract |

The aims of the Service:

Help support young Carers transitioning into adult Carers and family members to enhance their personal development and promote a stable cohesive family environment.

Encourage transitioning Carers to be actively involved in support groups, wellbeing sessions, activities and workshops aimed at improving physical/emotional health and wellbeing.

Help support transitioning Carers to have better life choices, future aspirations and encourage positive wellbeing by improving the Carers self-esteem and confidence.

Duties:

- Respond to and follow up transitional Carer Referrals, completion of Support Plans and regular reviews. Meetings may take place within the home or other suitable settings.
- Provide practical age related information and advice to young/adult Carers.
- Have a flexible approach in assessing the emotional and social needs of the young/adult Carer including what interventions can be put in place
- Signpost young/adult Carers to group support offered by our partner organisations.
- Work closely with our partner organisations to develop a series of Safe Social Opportunities for young/adult Carers to have fun, form friendships and gain peer to peer support.
- Maintain telephone contact with transitional Carers registered with North Staffs Carers.
- Encourage and develop young/adult Carers to improve their confidence.
- Develop and facilitate training sessions to raise Carer Awareness for educational professionals and transitional Carers
- Develop and facilitate workshops to improve resilience, develop coping strategies, self-esteem, confidence and personal aspirations.
- Utilising volunteers to support the team in areas such as administration and group support.
- Refer young/adult Carers, to other agencies who can provide them with further services/information where appropriate.
- To ensure, as far as possible, the safety and wellbeing of transitional Carers when they are in the care of NSCA.
- Ensure that young/adult Carers are fully included in the development and monitoring of the service.
- Be an ambassador for NSC - market the service; including the distribution of marketing materials and engagement at local meetings and events.
- Build and develop strong working relationships with partner organisations, community services and practitioners.
- Maintaining records of enquiries and contacts with Carers, Service Providers and Community organisations.
- Responsibility for monitoring and evaluation of case load.
- Completing clear and accurate case notes, ensuring that these are completed and are input onto charity log in accordance with GDPR and in a timely manner.
- Complete quarterly/annual reports including statistics about the service
- Work as part of the staff team to enable efficient work practices by working within the policies and practices of North Staffs Carers.
- Maintaining standards of customer service in particular regarding the opening of offices, creating a welcoming and responsive environment for Carers.

- Keeping up to date with important legislation and related issues by attending the appropriate training and by essential ready e.g. Care Act.
- Improve your knowledge of local support services which may be able to help transitional Carers within their caring role.
- Undertake mandatory training or additional training as required for the post.

General Responsibilities:

- Keeping up to date with general administration associated with the service.
- Attend meetings, present information related to the service.
- Participate in quality assurance and evaluation, including report writing, keeping statistics and attending meetings to report and monitor project progress.
- Carry out other duties as requested by the Senior Officer, and to support the team effort.
- Abide by all the policies and procedures of NSC.
- Other duties coincidental to the position and reasonably asked of you in line with climate, contract and Association progression.

The jobholder must also have a commitment to the Association's ideals, confidentiality and equal opportunity policies.

This job description may be reviewed from time to time to consider the changing circumstances of the Association and the development of the project, following discussion with the post holder.

This vacancy is subject to an Enhanced Disclosure - DBS.

Closing date for receipt of completed application forms Friday 19th April 2024

Interviews to be held week commencing Monday 22nd April 2024

To save on administrative costs, we shall not be notifying unsuccessful candidates, for those who have not heard by Wednesday 1st May 2024 we thank you for your interest and regret that your application has been unsuccessful.

