

Carers Together Foundation

JOB DESCRIPTION

Job Title:	Senior Practitioner: Hospital work (Middlesbrough)
Salary:	£24,657
Hours:	37 hours per week to be worked flexibly
Responsible to:	Strategic Development Manager
Primary Base:	St Mary's Centre, 82-90 Corporation Road, Middlesbrough, TS1 2RW

Purpose:

- To provide a range of information and support services to carers, including carers assessments and support plans
- To identify and make contact with carers of people who are living in Middlesbrough by working on an outreach basis in JCUH.
- To promote the inclusion of the carer as an equal partner in the admission and discharge planning processes.
- To raise awareness of carers in JCUH.
- To improve identification and referral of carers to Carers Together by hospital staff.
- To work in partnership with staff in South Tees Hospitals NHS Foundation Trust and with organisations across all sectors, as appropriate

Duties and responsibilities:

1. Provide accurate and relevant information and support to carers about their rights and entitlements, benefits, appropriate services and other relevant issues through individual face-to-face and telephone contacts.
2. Complete carers assessments and support plans with all carers
3. Provide outreach services daily for carers in JCUH, including including evenings and Weekends.
4. Identify and implement ways to publicise the service within JCUH.
5. Signpost/refer carers to other relevant services and provide carers' information in a variety of formats
6. Raise awareness of carers' issues and needs and the support offered by Carers Together with staff in JCUH through presentations and training.
7. Work with staff within JCUH to review and develop admissions and

discharge processes so that carers are included as equal partners in care and that carers are routinely identified and recorded.

8. In conjunction with the line manager, develop qualitative and quantitative measures to demonstrate the impact of the service.
9. Ensure that the service is evaluated by all stakeholders, including carers and professionals.
10. Record all casework with carers daily on Carers Together's database.
11. Work with, support and provide day-to-day supervision for Carers Together's hospital based volunteers
12. Produce and present monthly reports on the performance of the service to the line manager and to the Project Group.
13. Identify opportunities for developing the service.

3. General

3.1 Participate fully as a member of the staff team including attending meetings, sharing information and working collaboratively with other staff to ensure all services are covered.

3.2 Work collaboratively with colleagues within other organisations

3.3 Adhere to all service standards, policies and procedures of Carers Together.

3.4 Administrate and organise own work to ensure that it meets quality standards, deadlines and reporting requirements.

3.5 Undertake any other tasks or duties that may arise which are commensurate with the general level of this post and as directed by the designated line manager.

4. Management

4.1 The post holder will receive day to day management and supervision from the Strategic Development Manager.

5. Working conditions

5.1 Flexible working is required subject to the demands of the service. Evening and weekend working will be required. Overtime will not be paid, but additional approved time outside contracted hours should be taken as time off in lieu.

5.2 30 working days holiday per year plus statutory/bank holidays for fulltime staff. For part time staff holiday entitlement is calculated on contracted hours.

This job description is intended as a guide to the duties and responsibilities of the post and may be amended from time to time, subject to developing organisational needs, and following appropriate consultation with the post holder.