

Carers Together

JOB DESCRIPTION

Job Title: Senior Practitioner (Working Carers)

Salary: £25,150

Hours: 37 hours per week to be worked flexibly

Responsible to: Chief Operating Officer

Primary Bases: The TAD Centre, Ormesby Road, Middlesbrough TS3 7SF and The Innovation Centre, Vienna Court Kirkleatham Business Park, Redcar TS10 5SH to travel and work from different sites.

1. Job Purpose

- To provide a range of information and support services to carers, including carers assessments and support plans
- To identify and support carers who are in full or part time employment and carers wishing to return to or start work.
- To provide information, support, awareness raising and training for employers

2. Duties and responsibilities:

2.1 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.

2.2 Complete carers assessments and support plans.

2.3 Provide information and advice sessions for working carers in businesses, and in statutory and voluntary sector organisations.

2.4 Make presentations to public, private and voluntary sector employers.

2.5 Organise outreach events with local employers and in community venues.

2.6 Support carers to become actively involved and participate in developing and improving local services.

2.7 Liaise with other relevant agencies and to signpost/refer to appropriate services

2.8 Publicise and promote the project and Carers Together's services

3. General

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

3.2 Work collaboratively with colleagues in other agencies

3.3 Maintain written records using the organisation's database, provide written reports and attend relevant meetings as required.

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

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

3.6 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

The post holder will receive day to day management, supervision and appraisal from the Chief Operating officer.

5. Working conditions

Flexible working between the hours of 9 am - 5 pm is permitted subject to the demands of the service. Some evening and weekend working may be required. Overtime will not be paid, but approved time outside 9am-5pm should be taken as time off in lieu.

30 working days holiday per year plus statutory/bank holidays for full time 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.