

ADULT SUPPORT WORKER- 3 POSTS
JOB DESCRIPTION

JOB IDENTIFICATION			
JOB TITLE:	ADULT SUPPORT WORKER (FUNDED FOR 4 YEARS)		
BASE:	UNIT 55 EMBROIDERY MILL, ABBEY MILL BUSINESS CENTRE, PAISLEY PA1 1TJ		
RESPONSIBLE TO:	ADVOCACY CO-ORDINATOR		
SALARY SCALE:	£20520 PRO RATA	PENSIONABLE:	YES
HOURS:	26 PER WEEK	HOLIDAYS:	20 DAYS ANNUAL LEAVE 12 PUBLIC HOLIDAYS (PRO RATA)

JOB PURPOSE
<ol style="list-style-type: none"> 1. To provide high quality information, advice and support to carers within Renfrewshire. 2. To work as part of the Carers Centre team supporting carers who are looking after a family member, partner or friend with an illness or disability. 3. To enable carers to access support services to meet identified individual carers' needs. 4. To provide intensive support to reduce crisis situations.
MAIN DUTIES & RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Ensure that all adult unpaid carers have knowledge of and access to the range of advice, information and support services available through the Carers Centre, statutory, voluntary, private and alternative services. 2. To provide intensive support to carers which meets their personalised needs. 3. To complete an initial assessment which will capture the needs of the carer/cared for, which can then be shared with other Centre services. Carried out in carers own home or within the Centre.

4. Carry out an assessment of their needs and develop an action plan.
5. Provide 1-1 support to carers and to include emotional support..
6. Assist carers to access relevant supports, for example, taking them to appointments if requiring support to do this.
7. Ensure essential checks are made, for example, Benefits, Power of Attorney and Carer's Assessments.
8. Provide timely, accurate information.
9. To refer on to appropriate services where required.
10. To liaise with all community and statutory partners to increase the identification and recognition of unpaid carers and to ensure that all carers are given access to a Carer's Assessment if required.
11. Manage caseload.
12. Monitor and evaluate the project using an outcomes based approach.
13. Manage own workload on a day-to-day basis and use initiative and judgment to make decisions regarding workload, priorities, in order to meet changing deadlines. Develop a work plan for the year.
14. Recognise opportunities and initiate action plans to develop the service in response to changing demands.
15. Undertake additional duties as may be required to ensure the development and success of the Carers Centre.
16. Identify own learning and development needs and devise action plans to address.
17. Engage in effective verbal and written communications with all relevant parties and organisations.
18. Maintain and promote confidentiality of information about people being cared for, carers, staff and volunteers in accordance with the Data Protection Act.
19. Maintain awareness of Health & Safety Policies and guidelines and ensure mechanisms are in place to promote safety at all levels in organisation.
20. Occasional evening and weekend work may be required.
21. To liaise on a regular basis with the management of the organisation and prepare written reports as required

This job description is indicative of the nature and level of responsibilities associated with this job. It is not exhaustive and the job holder will be required to undertake other duties and responsibilities commensurate with the grade.

MANAGEMENT & ACCOUNTABILITY

- Be accountable in the first instance to the Advocacy Co-ordinator
- Prepare and agree with the Advocacy Co-ordinator a programme prioritising areas of work
- Be required to participate in staff planning meetings
- Performance is appraised annually based on performance and personal objectives, key result areas and ability to fulfil criteria outlined in job description

KEY RESULT AREAS

- Carers confidence and self esteem increased
- Carers are more able to cope
- Carers are better connected to their communities
- Carers are less isolated

KNOWLEDGE, TRAINING & EXPERIENCE REQUIRED TO DO THE JOB

- Ability to communicate effectively verbally and in writing.
- Ability to support carers sensitively and effectively.
- Ability to support equal opportunities in service delivery.
- Have knowledge and understanding of Carer's needs and issues
- Have experience of working in social care sector
- An ability to demonstrate initiative, develop and implement new ideas and organise own work.
- Experience of monitoring and evaluation

**ADULT SUPPORT WORKER
PERSON SPECIFICATION**

	Essential (√)	Desirable (√)
Experience of assessing individual's needs and developing action plans	✓	
Experience of monitoring and evaluation using outcome tools	✓	
Excellent communication skills	✓	
Good organisational, administrative and IT skills	✓	
Empathy with carers and their needs	✓	
HNC social care or equivalent	✓	
Ability to work flexibly	✓	
Driving license and use of a car		✓
Ability to maintain confidentiality	✓	
Working knowledge of voluntary and statutory organisations and services		✓
Project development skills		✓