**YORK CARERS CENTRE**

**JOB DESCRIPTION – CARER PEER SUPPORTER - CASUAL**

Job Title: Carer Peer Supporter - Casual

Hours: Hours will vary but will be approximately 5 hours per week for one year (with potential for extension depending on funding). Some evening work.

Office Base: 17 Priory Street, York, YO1 6ET – this role will be mainly based at Foss Park Hospital

Line Manager: Lead Officer for Adult Carers

Hourly Rate: £11.52 (NJC SCP 12)

**Job Summary**

Working within York Carers Centre Adult Service Carer Team you will support the provision of a dedicated service for unpaid carers throughout York helping carers maintain their health and wellbeing through the provision of information, advice and support via drop-in sessions and carer peer support groups. These regular sessions will be specifically for carers of people with mental ill health.

**Key Responsibilities:**

To work flexible hours to:

* Deliver regular Drop-In sessions at Foss Park hospital, thereby providing a point of contact for information, advice and support to those carers visiting people in hospital.
* Work alongside Carer Support Workers to support Focus Groups to bring carers together, enabling sharing and gaining of information about what carers and those they care for want and need in terms of support at time of discharge of the person they care for.
* Provide a link into regular groups/other support services for carers.
* Partnership working – promoting the needs of unpaid carers through voluntary and statutory networking; developing work that identifies hidden carers and enables better access to external services for carers.

**General requirements:**

**The postholder will be expected to:**

* Possess the essential skills detailed in the person specification
* Actively identify own training needs and professional development as required including staying abreast of safeguarding, diversity, confidentiality and health and safety issues.
* Participate in individual supervision according to York Carers Centre policies/procedures
* Maintain communication systems within York Carers Centre to enable joint working and managerial oversight
* Adhere to and uphold York Carers Centre’s values, strategic aims, policies and quality standards
* To be responsible for the application of York Carers Centre Health and Safety Policy and procedures, including carrying out risk assessments for activities and ensuring necessary actions are taken to maintain or improve safety and mitigate risks
* Act with integrity and maintain the highest professional standards at all times
* Maintain a confidential, sensitive and discrete approach to personal, sensitive and organisational information
* Contribute to a culture of equality and demonstrate a commitment to removing all forms of discrimination as a colleague and as a provider of services to carers

An enhanced DBS check will be required for this post.

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The post-holder may be required to undertake other duties from time to time commensurate with the post.

**PERSON SPECIFICATION – CARER PEER SUPPORTER - CASUAL**

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| --- | --- | --- | --- |
|  |  | **Essential** | **Desirable** |
| **Qualifications** | Relevant Degree |  | Yes |
| A good standard of education, GCSE grades C+ above | Yes |  |
| Professional relevant qualifications or working towards eg Health, Social Care, Community Development, Youth & Community |  | Yes |
| **Skills/ Experience** | Experience of caring for someone with mental ill health and knowledge of issues affecting carers health and wellbeing | Yes |  |
| Experience of the voluntary sector |  | Yes |
| Developing effective partnerships |  | Yes |
| Delivering group work with a focus on improving carers health and wellbeing |  | Yes |
| Working as an effective member of a team | Yes |  |
| Excellent communication skills and the ability to communicate effectively with a range of individuals | Yes |  |
| Maintaining professional boundaries | Yes |  |
| Good organisational skills and the ability to manage time effectively | Yes |  |
| Excellent listening skills | Yes |  |
| Dealing with confidential issues | Yes |  |
| Ability to access up to date information on services and support for carers |  | Yes |
| Ability to understand and apply confidentiality policies | Yes |  |
| Good IT skills | Yes |  |
| **Knowledge** | Knowledge of Health and Social Care Issues | Yes |  |
| A good understanding of the needs and rights of unpaid carers | Yes |  |
| Knowledge of relevant legislation relating to carers including the 2014 Care Act etc |  | Yes |
| Knowledge/Awareness of Safeguarding | Yes |  |
| Knowledge of risk assessment and the ability to recognise and respond to significant risk | Yes |  |
| **Personal attributes** | Possess tact, sensitivity and understanding and able to apply this when dealing with carers | Yes |  |
| Self motivated and energetic and able to work independently and as part of a team | Yes |  |
| Tolerant and understanding with a positive attitude | Yes |  |
| Possess good judgment and discretion at all times | Yes |  |
| Able to set professional boundaries in relationships with carers | Yes |  |
| Willingness to learn and continue to develop professional skills and knowledge | Yes |  |
| Adaptable and co-operative in working towards achieving the aims of York Carers Centre | Yes |  |
| Can work flexibly including evenings | Yes |  |

Saved:x/|Managers/HR/Recruitment/JD/PersonSpec/ Carer Peer Supporter – Casual – July 2021