



## YOUNG ADULT CARERS MILTON KEYNES

### Job Description

**Title:** Young Adult Carers Sessional Worker

**Hours:** Flexible

**Office Base:** Margaret Powell House, 439 Midsummer Blvd, Milton Keynes MK9 3BN

**Responsible To:** Young Adult Carer Support Worker

**Salary:** £10 per hour

**Primary Purpose:** To provide support to Young Carers aged 16 – 25 yrs.

This will include one to one support to individuals, assessments, group activities and targeted group work.

#### **Main Duties and Responsibilities:**

- To support individual young adult carers to access specialist groups and mainstream Young Adult Carer activities, mostly in the evening, providing transport where necessary.
- To support families in a holistic way by helping them to access services or practical help.
- To be a member of a team delivering regular groups and activities which provide young adult carers with the opportunity to have time away from their caring responsibilities and a chance to learn new skills, develop friendships and have fun.
- To engage with young adult carers attending the group/activity, encourage participation and allow them space to talk as appropriate.
- To assist in the practical aspects of setting up, delivering and clearing away of groups and activities as directed by the Young Adult Carers Worker leading the session.
- To provide one to one support to Young Adult Carers, supporting them as required.
- To assist in the assessment of the needs of newly referred young adult carers and to help identify appropriate ways of supporting them.
- To encourage young adult carers to discuss their needs, once a relationship of trust has been established.
- To work to risk assessments on all planned clubs and activities.
- To keep all receipts and remain within authorised expenditure levels for outings.
- To adhere to the Carers Bucks Lone Working Policy when delivery one to one sessions.
- To adhere to all Health and Safety Procedures and complete recording as requested i.e. Communications Book, Accident Book.
- To communicate with and contribute to the effective working of the Young Adult Carers Staff Team.
- To undertake other tasks in agreement with the Young Adult Carers Project Lead.
- To communicate immediately any Child Protection / Adult Safeguarding concerns.
- To attend staff meetings when appropriate.
- To attend regular supervision.
- To undertake training as required.

#### **Carers Support:**

- To maintain a general understanding of the work of the whole organisation.
- Participate in joint activities e.g. AGMs, and other promotional activities as requested.
- Contribute to and take part in Continuing Professional development for all Carers Milton Keynes staff.
- To keep accurate records on all aspects of the work for monitoring and evaluation purposes as requested.
- Produce reports as required.
- Any other duties as reasonably required by Carers Milton Keynes.

## **Experience/Qualifications**

### **Essential**

- Experience of working with young adults.
- Good listening, verbal and written communication skills
- Ability to interact effectively with both children and their parents
- Understanding of and a sensitive approach towards the situations, needs and difficulties faced by children and families where there is illness, disability or a substance misuse problem
- Ability to make referrals and liaise with professionals
- Good teamwork skills
- Ability to organise self and complete tasks as directed
- Ability to maintain accurate records and contribute to multi-agency working
- Ability to work alone and as a member of a team
- Willingness to work flexible hours
- Willingness to undertake appropriate training
- Commitment to Equal Opportunities
- Full driving licence with business use insurance and access to own transport
- Willingness to undergo a full DBS check prior to taking up the post

### **Desirable**

- Qualification in care work with vulnerable children and families
- Experience of working with people with disabilities / illness / substance misuse issues and their carers
- Knowledge of Child Protection Procedures
- Assessment Skills
- Experience in delivering group work

This post is exempt under the Rehabilitation of Offenders Act 1974. A DBS check is part of the recruitment process.