

ACTION FOR CARERS SURREY

JOB DESCRIPTION

POST	MILITARY YOUNG CARERS SUPPORT COORDINATOR
SALARY	PRO RATA £27,117 - £28,748 per annum including IFLW (NJC Scale 30-32)
RESPONSIBLE TO	Manager, Surrey Young Carers Service
HOURS	25 per week TBC over Monday – Friday at times to be agreed at interview plus some evening and weekend work for which time off in lieu will be accorded
OFFICE BASE	GUILDFORD

JOB PURPOSE

The post-holder will work as part of a team and in partnership with voluntary and statutory agencies to provide advocacy and support, time out to military young carers (MYCs) as well as providing them with the opportunity to meet with other young carers. You will engage, motivate and support military young carers to achieve agreed outcomes that enhance their life experience.

To influence the provision of services to help to remove disadvantage for young carers who come from a Military, Reservists or Veteran family. To raise awareness among local authorities and other service providers of the unique challenges faced by MYCs. To gather feedback from MYCs regarding their views and areas of concern to promote MYCs health and wellbeing and develop resources to meet these needs.

MAIN DUTIES AND RESPONSIBILITIES

1. To understand and implement policies, standards and procedures of Action for Carers Surrey;
2. To engage with MYCs and their families;
3. To set up and process new referrals and conduct service family and MYC assessments;
4. Manage a caseload of MYCs and carry out quarterly monitoring returns and follow the moving on process;
5. Act as a conduit between the Service community and those civilian organisations which have a responsibility to support them;
6. Work in consultation with partners to devise a time specific MYCs action plan to meet identified needs;
7. To provide reports and evaluations as required including confidential and up to date case notes and records of work with MYCs in line with SYC record keeping policy;
8. To maintain an awareness of provision of external services within the area in order to provide a valuable signposting and advocacy service for MYCs;
9. To facilitate high quality activities and workshops to MYCs;
10. To develop resources in co-design for MYCs including a Welcome Pack, Assessment Tool, Website information pages, Staff training materials;
11. To support the work of the Young Carer Education Advisors within the area to help identify MYCs within schools and colleges;
12. To raise awareness and develop partnership work of MYCs issues through presentations and attendance at external meetings with professionals;
13. To attend and pro-actively contribute to the following meetings: Team Meetings, Individual Supervision with Line Manager;
14. To keep comprehensive records;
15. To work in line with Surrey Young Carers budget, keep accurate written and computerised records by the deadlines required;

16. To ensure that all activities meet current legislative requirements, good practice and are line with ACS/SYC policies and procedures. In particular to understand their responsibilities in their role in relation to safeguarding;
17. To work in accordance with the Action for Carers Code of conduct for staff and Action for Carers Code of Conduct when working with Children;
18. To attend mandatory training identified by Action for Carers Surrey;
19. To undertake any other duties as appropriate, commensurate with the grading of the post.

A proportion of the post holder's work will take place during the evenings, and the support worker must also be available to partake in occasional residential weekend breaks.