



JOB DESCRIPTION

JOB TITLE	2 x Young Carer Assessment Support Officers
SALARY	Project Officer £23250 FTE, 20 Hours £15,500
REPORTS TO	Young Carer Service Manager
LOCATION	The Eco Centre, Windmill Way, Hebburn, NE31 1SR
TERMS & CONDITIONS	30 hours per week, evening and weekend work may be required. Standard terms and conditions apply

JOB SUMMARY

TEN was established in 1994 to address the unemployment levels in South Tyneside, impacted by the decline in the shipbuilding and coal mining industries and has an excellent track record of managing and delivering employment and training services in South Tyneside and supporting clients who are long term unemployed. In November 2016 the Young Carers Service in South Tyneside joined TEN. In July 2018 TEN became part of Groundwork South and North Tyneside.

[TEN North East Ltd](#)

Groundwork South and North Tyneside has been Changing Places and Changing Lives for over 30 years through a variety of environmental, learning, health and skills programmes. We are a fast paced and diverse charity with an excellent track record in partnership working and high quality delivery. [SOUTH & NORTH TYNESIDE - Groundwork](#)

This is an exciting opportunity to join an experienced team working collaboratively to ensure the smooth running of the South Tyneside Young Carers Project (TENNE). The service provides practical and emotional support to Young Carers aged 5–18 who provides or intends to provide care for a family member, friend or relative because they have a disability, chronic illness, mental health difficulty or an addiction. The young carer often assumes the responsibility of an adult, providing physical and/or emotional care on a regular basis. The aim of our service is for:

“Young Carers to be confident, ambitious and independent, to be protected from inappropriate care and to enjoy a positive childhood”.

The post holder will work alongside the Service Manager and Assessment coordinator to provide specialist support for young carers and their families.

KEY TASKS

- Manage a caseload of beneficiaries, allocated by the Assessment Coordinator/Service Manager.
- Conduct high quality and comprehensive Young Carers and Family Needs Assessment, formulating support plans in collaboration with the YC, family members and appropriate professionals/agencies to achieve positive outcomes and reduce the impact of care on the young carers/family.
- Regularly review support plans adapting interventions to ensure they meet the needs of the beneficiaries.
- Issue and review the Young Carers ID Card raising awareness of this provision to beneficiaries, partners and professionals.
- Support the development, coordination and delivery of appropriate support networks for young carers and their families, where applicable, including low level emotional support.
- Support the development, coordination and delivery of appropriate respite and personal development activities for young carers and their families, where appropriate
- Support the development, coordination and delivery of young carer awareness training sessions to beneficiaries, professionals and partners, encouraging an increase in referrals whilst promoting the early identification of 'hidden' young carers.
- Effectively record case notes on the young carers database to map the young carer and family journey to assist monitoring and evaluation processes.
- Seek networking opportunities to develop and expand collaborative working prospects promoting the Young Carers and Family's Needs Assessment and wider respite support offer.
- Contribute too and attend EHP, CIN and CP conferences in relation to case load.
- Work as part of a team support the wider Young Carers respite team, where appropriate.
- Attend and contribute to regular team meetings.
- Undertake continuing professional development including participation in supervision, performance development reviews and attending training as and when required.
- Maintain accurate and up to date records providing written and verbal reports when required.
- Work flexibly to meet the needs of the business. This will include evening and weekend work.
- Adhere to all Groundwork/TEN North East policies and procedures. Contribute to wider TEN North East/Groundwork business development.

This job description is not definitive and outlines key accountabilities- colleagues are expected to be flexible regarding their accountabilities and will from time to time be asked to carry out additional duties to ensure achievement of service outcomes.

HEALTH & SAFETY

- All employees have a responsibility of care for their own and others' health and safety
- To oversee the H&S of activities in-line with Groundwork's Health and Safety Policies and Procedures
- To liaise with the Service Manager/Coordinator, the Trust's H&S Lead and External Consultant on H&S matters relating to sites, activities and operating procedures

SAFEGUARDING

- We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Applicants should be aware prior to interview that references and online searches will be conducted to ensure suitability for the role. Successful candidates will also be subject to an Enhanced DBS check as well as other employment clearances in line with our safer recruiting procedures.

ADDITIONAL RESPONSIBILITIES

- The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.
- Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.
- The post holder is required to carry out the duties in accordance with the company's Equal Opportunities Policies
- To be aware of, and comply with, all measures to support our environmental standard ISO14001
- To be aware of, and fully comply with all areas of Information Security in particular the GDPR (General Data Protection Regulations) 2018

PREPARED BY:	Levi Cosker
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DATE:	21/02/24
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Person Specification

Professional Qualifications and Experience	Essential or Desirable
Educated to GCSE standard – 5 A to C grades or equivalent	E
Relevant professional qualifications e.g. Counselling social work, therapeutic qualification	D
Knowledge and Experience	Essential or Desirable
Knowledge of young carers issues and difficulties	D
A minimum of two years' experience of working with vulnerable children, young people and families	E
A minimum of two years' experience in providing advocacy to children, young people and families	D
Experience and evidence of continuous safeguarding training and personal development relating to children, young people and adults	E
Experience of, and ability to manage a case load of beneficiaries including those with complex needs.	D
Experience of and ability of working with young people and families providing one to one support and group interventions	D
Experience of completing beneficiary assessments, conducting risk assessments, developing and implementing support plans, including IAG, signposting and referral.	D
Skills and Abilities	Essential or Desirable
Proficient in Microsoft Outlook Office programmes	E
IT knowledge and experience in word processing, spreadsheets and databases	E
Ability to extract, analyse and report information	D
Excellent communication skills; written, oral and interpersonal	E
Experience of applying safeguarding children and adults procedures and legalisation	E
Knowledge and experience of multi-agency working, linking with local partners and stakeholders to maximise positive outcomes	E
The ability to implement pre and post evidence based interventions assessing impact	D
Experience of maintaining confidentiality and working with professional boundaries.	E
Ability to work effectively under pressure and handle challenging priorities and deadlines	E
Approachable with the ability to enthuse others	E
Personal Qualities and Commitment	Essential or Desirable
A commitment to understand and follow all Groundwork core policies in all work practices	E
Willingness to support the programme team out of hours, including evening and weekends	E
Able to identify potential obstacles and overcome them	D
Able to establish credibility with children and young people and their families	D
Other	Essential or Desirable
Full UK driving licence	E

