

Irish Community Services (ICS)

Job Description Carers Co-ordinator.

Hours:	35 hrs per week
Report to:	Director
Based at:	Bexleyheath Office
Probation period	6 months
Salary	£ 24,000 per annum

This is an exciting opportunity to reenergise the carers project within Irish Community Services. This service includes one to one support, carers advice, support groups and activities. You will already have some experience of working with carers and ideally have some experience of running a project. You will have energy, enthusiasm and empathy and an ability to build trusting relationships. You will also have the ability to work closely with local health and social care professionals including partner agencies. You will have sufficient knowledge of statutory and voluntary support for carers and cared for to provide guidance when required.

Job Summary

To identify and support carers and their families by providing a confidential service, that is individual, person centred and makes a positive difference to their lives. To provide one to one support, information, advocacy, facilitate peer support groups and social activities. Occasional working outside of office hours as needed.

Main Tasks

1. To expand and deliver the carers project within the family of ICS Services.
2. To provide information and support to carers.
3. To assess their needs and organise or provide appropriate support which may include advocacy.
4. To assist with and signpost the provision of social opportunities/activities and groups for carers where appropriate.
5. To develop and foster good working relationships with other service providers within our catchment area.
6. To raise awareness of the importance of family care and their support needs.
7. To maintain up-to-date knowledge of developments in local and national Carers' Strategy, Social Care and Health sectors and the wider community: their relevance for Carers and apply this knowledge in delivering services to Family Carers.
8. To maintain records, collect data, provide reports and store and share information in accordance with requirements of the post, ICS policies and protocols and the Data Protection Act.

9. To participate in team meetings, training activities.
10. To prepare for and contribute to regular supervision meetings.
11. To have a systematic approach to your work and delivering outcomes.
12. To have a working knowledge of relevant legislation.
13. To support volunteers and sessional workers.
14. To empower carers to deliver to the best of their ability.
15. To provide other such services as may be required from time to time in relation to the post.

Please note:

The job description reflects the major tasks to be carried out by the post holder and identifies the level of responsibility attaching to the post.
All posts at ICS are regularly reviewed to ensure they remain responsive to the demands on the service.