



Crossroads Care South East London
Job Description/Person Specification
Older Carers Community Development Worker

Job title: Older Carers Community Development Worker

Areas of Operation: The London Boroughs of Bexley, Greenwich and Lewisham

Reports to: Provider Line Manager

Salary: £16,576.00 per annum

Hours: 21 hours per week (*the post may include some unsocial hours*)

Contract: Fixed term funding until 1st November 2020

Pension: Employer/employee contribution into B&CE scheme

Overview

To connect older carers with non-medical needs to relevant sources of support within their communities with an aim of supporting and improving their health and wellbeing through interventions that best meets their needs.

Purpose of Job

The post holder will work with a range of professionals across all sectors to promote and develop this service for older carers (65+).

They will ensure older carers have access to information, advice and practical support that will link them into meaningful community networks and activities that will support and encourage resilience to improve their health and well – being.

Principal Duties

- a) Effectively engage all stakeholders' and ensure they are briefed on the project aims and objectives.
- b) Continued marketing of this service to generate appropriate referrals for older carers (65+)
- c) Respond to all referrals in a timely manner.
- d) Increase inter practice relationships with GP localities and a wide range of professionals in the exchanging of knowledge and ideas to support older carers.
- e) To ensure primary focus is on early intervention to reduce health inequalities to older carers.
- f) To support and encourage new approaches with older carers to self-manage their conditions.
- g) Hold a series of regular 'surgeries'/ drop ins and group workshops for older carers to enable them to access information on areas that are specific to their individual circumstances.

1. To identify and maintain a database / record of available activities, resources and support networks for older carers to access.
2. Implement quarterly monitoring including service evaluation systems as identified by the funders, to enable reporting on agreed KPI's/ outcomes.
3. To establish systems for, and monitor feedback from older carers from a range of methods to inform service planning and quality assurance.
4. To monitor the performance of the service and produce reports on the progress and plans for the funder, Chief Executive and the CCSEL Trustee Board
5. To attend team meetings as required.
6. Identify, report and monitor any safeguarding or vulnerable adult risks and concerns.
7. Adhere to the suite of Crossroads Care South East London policies and procedures
8. To ensure that the project complies with all Crossroads quality standards.
9. Assist with any organisational fundraising initiatives and relationship development with donors to sustain this post.
10. Undertake relevant training for continued professional development.

The job description is not exhaustive and other duties and administrative tasks may reasonably be required, after discussion with the post holder's line manager.

Person Specification

Application/ Interview

Essential

Desirable

Qualifications

Relevant qualification in Health & Social Care e.g.NVQ/QCF Level 3 minimum

Social or healthcare professional.
Evidence of relevant continuing professional development

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Experience

Commitment to working with older carers to develop their health and wellbeing plan

Experience of working with older people
Knowledge of the Carers Act 2014.

A/I

Ability to create, develop and effectively review written needs, risk assessments and wellbeing plans.

Experience of partnership working with key referrers, including mental health teams, GP's and self-referrers

A/I

Experience of gathering and analysing data to evidence impact, outputs and outcomes.

Experience of working with voluntary sector.

A/I

Experience of working within a framework of confidentiality.

A/I

Experience of managing and handling personal data

A/I

Proficient in ability to use a range of IT and case management systems

A/I

Skills and Abilities

Ability to work as part of a team

A/I

Ability to network and form positive and productive working relationships with a range of people

A/I

Ability to organise and prioritise own work and complete work to agreed deadlines

A/I

Ability to maintain confidential records and statistical information for the purposes of evaluation

A/I

Ability to produce written reports

A/I

Excellent organisational, communication, administrative and interpersonal skills

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Excellent time management skills

A