

DUNDEE CARERS CENTRE

Job Description

Title:	Relief Assistant Support Worker
Responsible to:	Development Worker
Salary:	£11.50 per hour
Hours:	Variable on an as required basis

Our Values:

- We believe that everyone deserves to be treated with fairness and dignity and is supported to make a positive difference in his/her life.
- As an organisation that embraces challenge, we need to demonstrate a culture of kindness, compassion and creativity.
- Working together, we keep the needs of carers and disabled people at the centre of everything we do...because we care

Improved Outcomes for Carers:

- As a carer, you have improved emotional and physical wellbeing and achieve your personal goals and outcomes
- As a carer, you can combine caring responsibilities with work, social, leisure and learning opportunities and have a life outside caring
- As a carer, you are supported to manage your caring and minimize the impact of financial hardship, as a result of caring
- As a carer, you are included in deciding how you are supported and are able to influence how services are provided

Purpose of the Post:

To assist the Carer Support team in running groups for carers of all ages and a range of other activities

Key Duties

1. Work directly with carers and disabled people of all ages in a group work setting, assisting them to identify and work towards their goals
2. Assist with the development and delivery of the programme of group opportunities for carers and disabled people including residential activities
3. Assist in the development of partnership opportunities for carers with other agencies
4. Assist the carer support team in supporting carers to participate in accreditation award schemes.

5. Assist the carer support team in supporting volunteers in the development and delivery of the programme
6. Keep appropriate records of work activities and assist with evaluations of programmes.
7. Be prepared to undertake training in essential areas such as Child Protection, Adult Support & Protection and Health and Safety.

General Duties

- To maintain accurate and confidential records
- To work within the Centre's existing and new policies and procedures
- To work within the Centre's multi-disciplinary team to ensure that all carers and disabled people receive the best service possible
- To undertake all necessary training as identified with the Team Manager (Carer Support Services)
- To contribute to reports, research and strategies to inform management, Board and external stakeholders as requested
- To undertake any other duties as required ensuring the development and success of Dundee Carers Centre and the Dundee Carers Partnership

The job description is a broad picture of the post at the time of preparation. It should not be seen as an exhaustive list of all possible duties as it is recognised that jobs change over time. Should the duties change radically then the post and grading will be reviewed.

The nature of this role means that the postholder will be in a position of trust with young people and protected adults. This is classed as regulated work, and the successful applicant will therefore be required to register with the PVG Scheme in Scotland if they have not already done so, or to apply for a Scheme Record Update. This requirement is in line with the Protection of Vulnerable Groups (Scotland) Act 2007 and also with the Centre's own Protecting Vulnerable Groups Policy that can be accessed in the Staff and Volunteers Handbook.

DUNDEE CARERS CENTRE

Assistant Support Worker

Person Specification

ATTRIBUTE	ESSENTIAL	DESIRABLE
Education	<ul style="list-style-type: none">➤ Good standard of education	
Knowledge	<ul style="list-style-type: none">➤ Understanding of issues affecting carers of all ages, including young carers	
Experience	<ul style="list-style-type: none">➤ Experience in a group setting	<ul style="list-style-type: none">➤ Youthwork experience➤ Experience of supporting volunteers
Skills/Abilities	<ul style="list-style-type: none">➤ Excellent listening & communication skills➤ Ability to work on own initiative and as part of a team➤ Enthusiastic and outgoing➤ Flexibility with regard to working hours➤ Organised approach to work➤ Reliability and consistency	<ul style="list-style-type: none">➤ Community Languages (Urdu, Punjabi, Cantonese, Arabic, Polish)