

Job Description

Title: **Adult Carers Development Worker (Training)**

Responsible to: **Deputy Manager**

Development Workers are located within the Adult Carers Support Team and work closely together to identify and support unpaid carers. All Development Workers provide 1:1 support and have their own particular responsibility for developing a specific area of work.

Aims of Post

- To work with other Centre staff to devise and deliver training programmes for carers.
- To work with other Centre staff to devise and deliver carer-awareness training programmes for workforce practitioners.
- To provide emotional support and information to carers.

General Duties

1. To work with the Adult Carers Support Team and all Centre staff to manage referrals for carers who require emotional support/information on a one-off or on-going basis.
2. To visit carers in their own homes to provide support where required.
3. To work as part of an integrated staff team in the Carers Centre to carry out initial and ongoing assessments of carers' needs and provide support to carers as required.
4. To make links with staff in the statutory and voluntary sectors to promote the work of the Centre and increase identification and referral of carers.
5. To make appropriate referrals to other services both within and outwith the Centre.
6. To work within the Centre's policies on Health and Safety, Confidentiality and Equal Opportunities.
7. To work by the core values and operational procedures outlined in the staff pack.
8. To provide written and verbal reports of the progress of service to the Centre Management as required.
9. To keep accurate, confidential case records of all carers/service users provided with a service.
10. To maintain strict confidentiality in relation to the individual circumstances of carers/service users and ensure relevant volunteers understand and adhere to our confidentiality policy.
11. To assist the Centre Manager and other staff and volunteers to provide centre-based services if required (e.g., dealing with enquiries, assisting with major events in the Centre).
12. To line manage volunteers within a specific area of responsibility.

13. To assist with support groups and training events where necessary.
14. To work with the Adult Carers Support Team to deliver an ongoing programme of short break opportunities and other activities, including occasional residential breaks.
15. To be committed to working as part of our integrated staff team.
16. To carry out any other relevant duties as required.

Specific Duties

1. To work with other staff members in consulting with carers to identify ongoing training needs.
2. To work with other staff members to develop an ongoing training programme for carers.
3. To ensure that all carers training programmes are thoroughly evaluated and that any external trainers are of a high standard.
4. To develop training for workforce practitioners in various settings – health, education, social work, etc.

**PRINCESS ROYAL TRUST
DUNDEE CARERS CENTRE**

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Person Specification

ATTRIBUTE	ESSENTIAL	DESIRABLE
Education	Good standard of education.	Social Care, Health, CLD or other relevant further education qualification.
Knowledge	<ol style="list-style-type: none"> 1. Understanding of the health/social care field 2. Understanding of disability and/or caring issues 	<ol style="list-style-type: none"> 1. Knowledge of voluntary sector 2. Awareness of Community Care law and issues
Experience	<ol style="list-style-type: none"> 1. Working with people and working in the community 2. Experience of delivering training & devising training programmes 3. Publicity/raising awareness/networking 4. 1:1 support 	<ol style="list-style-type: none"> 1. Working within the voluntary sector 2. Experience of working with volunteers
Skills/Abilities	<ol style="list-style-type: none"> 1. Excellent communication skills 2. Ability to write reports & word processing skills 3. Well organised 4. Presentation skills 5. Partnership working 	<ol style="list-style-type: none"> 1. Driving licence & preferably experience of minibus driving or willingness to drive minibus
Qualities	<ol style="list-style-type: none"> 1. Friendly and outgoing 2. Self-motivated 3. Open, honest and reliable 4. Team worker 5. Sense of humour 6. Proactive and flexible 7. Sensitive/Diplomatic 8. Commitment to non-discriminatory practice 	

