

## **JOB SPECIFICATION**

### **Post Ref:PR126**

<b>Job Title:</b>	Carers Assessment Trainer and Liaison Worker
<b>Line Manager:</b>	Head of Health and Development
<b>Salary Scale:</b>	SCP23 £32,076 to SCP25 £33,945 (Actual £19,246 to £20,367)
<b>Location:</b>	Leeds
<b>Hours:</b>	21 hours per week

#### **Main responsibilities and duties:**

- Work with colleagues in Leeds City Council (LCC) Adults and Health to help improve the number, quality and outcomes of Carer Assessments in Leeds.
- Keep abreast of service developments in Adults and Health and act as a key link between Carers Leeds and Adults and Health.
- Work closely with Carers Leeds Carer Support Worker to ensure that cares are offered and receive Carer Assessments.
- Monitor and evaluate numbers of carers referred for and receiving Carers Assessments together with the outcomes.
- Develop and deliver training on the Care Act and Carers Assessment to social care staff, Carers Leeds staff and other relevant organisations.
- Develop training on carer identification and support to social care staff.
- Work as part of the Carers Leeds External Partnerships team to promote Carers Leeds services and influence Adult and Health.
- Support and facilitate quarterly 'Carers Champion@' meetings for social care staff.

#### **Core Values & Behaviours:**

At Carers Leeds we are one team, working together to benefit carers. We have a shared set of values and behaviours which guide everything we do. **Values** are the things we believe are important at Carers Leeds. **Behaviours** are what we expect staff, trustees and volunteers to do, to enact our values. These values and behaviours apply to how staff, trustees and volunteers interact with each other and the way we work with carers and external partners.

These values and Behaviours are continually reinforced from induction through supervision and team meetings.

- **Integrity** – we are honest, fair and speak up
- **Accountability** – we do what we say we will and take responsibility for our actions

- **Inclusion** – we value differences and take action to reduce exclusion
- **Respect** - we value and listen to each other
- **Excellence** - we continually improve through listening, learning and innovation
- **Kindness** - we are friendly, caring, and considerate
- **Empowerment** - we support, trust, and promote empowerment to make a difference

### Respect for service user Confidentiality

The jobholder should always respect service user confidentiality and not divulge information unless sanctioned by the requirements of the role

<<This post is subject to a satisfactory DBS check>>

### Person Specification

*Applicants for this role should use your application form to show that you meet all of the essential criteria outlined in the person specification for the position. If you fail to demonstrate this, or are unable to meet the criteria, it is unlikely you will be shortlisted for an interview for this post.*

	<b>Knowledge and Understanding</b>	<b>Essential/ Desirable</b>	<b>How identified Application / Interview</b>
1	Recent experience of working in/with adult social care and a clear understanding of social care policies and services	E	A/I
2	Detailed knowledge of the Care Act 2014 and specifically Carers Assessments	E	A/I
3	An understanding of the impact of caring related issues for carers	E	A/I
4	Previous experience of working in the third sector	D	A
	<b>Skills and Competency</b>		
5	Experience of developing and delivering training	E	A/I
6	Proven ability to work successfully with partner organisation.	E	A/I
7	Experience of using a client record system	E	A
8	Proven ability to work independently as well as part of a wider team	E	A/I
9	Ability to collate information and clear, well written information for a range of audiences	E	A/I
	<b>Behaviour and Personal Attributes</b>		

10	Can demonstrate the behaviours which align to Leeds Carers values	E	A/I
11	Ability to demonstrate confidentiality	E	A

*If you have any questions regarding the role then please contact [Sian.Cartwright@CarersLeeds.org.uk](mailto:Sian.Cartwright@CarersLeeds.org.uk) (Recruiting Manager)*