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| **Job Title** | Support & Wellbeing Worker (Learning Disabilities Lead) |
| **Salary** | £32,624 per annum |
| **Hours** | Full Time 35 Hours per week; flexibility will be offered to suitable candidate |
| **Contract term** | Maternity Cover;  |
| **Location** | Main office based in North West London, opportunity for some home working |
| **Department** | Support & Wellbeing Team |
| **Reports to** | Support & Wellbeing Team Manager |
| **Benefits** | 30 Day annual leave per annum, 3% Pension from April 2020, WPA |

**Camden Carers is a charity organisation that provides support and services to informal carers within the London Borough of Camden.**

**Main Purpose of the Role:**

An exciting opportunity to join our dynamic team at Camden Carers and make a difference to the lives of people and families in Camden. We are looking for a hardworking, enthusiastic and flexible team member who is able to adapt to the ever changing and challenging times we find ourselves currently in.

As a part of the Support & Wellbeing Team, you will be required to identify carers from all communities in the London Borough of Camden, who care for a family member, partner or friend with a disability or long-term illness. You will provide relevant and appropriate support, information and advocacy to informal carers.

You will need proven experience of delivering provision within a related field and working with people and/or community groups; in particular we are keen to find someone with experience in Learning Disabilities. More details can be found in the job application pack on our website.

Camden Carers proactively embraces equality and diversity at the very core of what we do, throughout the organisation. We therefore encourage applications from all sections of the community. We are committed to ensuring that all employees and job applicants are provided with equality of opportunity in employment.

Please note that this post is contracted for maternity cover and flexibility regarding working hours will be offered to the selected candidate for this post.

**Deadline for applications: Midday on Monday 23rd May 2022**

**Interview date: Commencing on the week of 30th May 2022**

**Download an application pack at** [**www.camdencs.org.uk**](http://www.camdencs.org.uk) **and send your completed application and other required elements to** **humanresources@camdencarers.org.uk** **by the deadline stated above.**

**Please note that Camden Carers is not accepting CV’s for this post.**

**Interviews will be held remotely/via Zoom and all shortlisted candidates will be contacted with interview details.**

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Camden Carers is funded by London Borough of Camden and NHS Camden.
Camden Carers is a Company Limited by Guarantee (England and Wales) No. 2956383
Registered Charity No. 1042757 Registered office: The Greenwood Centre, 37 Greenwood Place, London NW5 1LB

#### Logo, company name  Description automatically generated

#### Job Description

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| **Job Summary** |
| The aim of this role is to identify carers from all communities in the London Borough of Camden, who care for a family member, partner or friend who has a disability or long-term illness. You will provide relevant and appropriate support, information and advocacy to informal carers. You will develop and maintain effective partnerships with other statutory and voluntary services within the London Borough of Camden to raise awareness of carers’ issues and rights. |
| **Main Duties and Responsibilities** |
| **Support & Wellbeing Team;*** Provide relevant support, information and advocacy to carers through the Support & Wellbeing line (S&W Line), telephone, online, homevisits and in-house visits
* Provide personalised case management; including complex cases, ensuring that carers are supported to work towards identified outcomes, through the development of individual support plans
* Refer and carry out Carers Conversations and Reviews, providing necessary support and advocacy through that process
* Identify underrepresented carers through networking and working in partnership with the community, other statutory and voluntary sector organisations
* Ensure carers are referred or signposted to appropriate services that will support them in their caring role
* Contribute to the organisation’s publicity and information materials including the newsletter
* Facilitate Carers Groups as and when required
* Develop and maintain working relationships with organisations across both the statutory and voluntary sectors, either working directly with carers or the cared for, to encourage partnership working and development of carers services
* Publicise and promote the work of the organisation through ongoing networking with voluntary and statutory sector organisation and the community as a whole
* Undertake outreach work through local services (GP’s, Adult Social Care, voluntary sector organisations) in order to increase awareness amongst staff and volunteers of carers and the issues they face
* Attend and make an active contribution to health and social carer events; especially those raising carers awareness such as Carers Week and Carers Rights Day
* Maintain accurate client case records, in accordance with Camden Carers Confidentiality Policy and Data Protection legislation
* Provide reports as requested for monitoring and development purposes
* Work as part of the team at Camden Carers to ensure a quality service provision for carers
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| **General;*** Attend appropriate training and development as agreed with your line manager
* Carry out duties in accordance with the requirements of Camden Carers Equal Opportunities Policy and Health and Safety Policy
* Undertake other appropriate duties as agreed by your line manager/CEO and Board of Trustees
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| **Note:** *All employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties* |

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| **Qualifications, Knowledge, Skills and Experience** |
| Knowledge:  |
| * Knowledge of issues that impact on carers (E)
* Knowledge of government policies and procedures that impact on national and local services (D)
* Knowledge of social services and health provision within the statutory sector, with particular emphasis on carers (E)
* Knowledge and understanding of using support plans and their implementation (D)
* Excellent knowledge of local services (D)
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| Skills:  |
| * Excellent interpersonal skills and proven ability to develop effective working relationships with a range of organisations, partners, funders, and users of the services (E)
* Ability to maintain confidentiality with an appreciation of when it is appropriate to bring concerns to managers (E)
* Excellent communication skills; listening, written and verbal (E)
* Commitment to equality and diversity and ability to translate this into development of provision, sensitivity to differing needs, circumstances and approaches to funders, staff, stakeholders and service providers (E)
* Ability to work as a member of a team (E)
* Ability to work flexible hours (D)
* Good time management skills with the ability to prioritise workloads (D)
* Excellent IT skills (D)
 |
| Relevant Experience: |
| * Experience of delivering provision within Learning Disabilities or a related field; minimum 2 years (D)
* Experience of supporting carers in identifying and representing their own needs (D)
* Experience of working with people and/or community groups; minimum 2 years. (E)
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***(E= Essential D= Desirable)***

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