

Carers Support Officer

Job Description

Employer	Carers Trust Cambridgeshire
Title	Carers Support Officer
Accountable to	Integrated Carers Services Manager
Hours	37 hours per week with flexibility to attend some events during evenings and weekends (part-time roles may be considered)
Location	Carers Trust Cambridgeshire's Peterborough office with travel to surrounding areas
Salary	Discussed on application

Overall Purpose of Job

To work to meet the Carers strategy outcomes for family carers, including early identification and support; and promoting the benefits of the preventative agenda.

To work in partnership with carers and ensure carers needs are taken into account in the development and provision of services.

To promote awareness and provide carers support in order to meet the outcomes of appropriate contracts.

To ensure consistency of Carers Support across the Cambridgeshire and Peterborough Clinical Commissioning Group area, within contract limits.

To develop effective relationships within primary and acute health services and partner organisations and support groups; providing information, advice, guidance and support to staff, Carers, families and volunteers.

To initiate and facilitate Carers Groups/Training/Drop-ins for a range of family carers (including older people, adults, young adults and parent carers) and other stakeholders, including supporting community peer support groups.

Other

- Contribute to the planning and delivery of a programme of public awareness-raising.
- Contribute to the development of services for family carers. Develop mechanisms and forums to ensure carers are consulted and involved in service development.
- Complete all relevant documentation / data recording within contract timescales.
- Ensure referrers are kept informed about performance and carer outcomes.
- Contribute to and attend team meetings.
- Provide flexible cover for colleagues in the event of holiday and sickness.
- Participate in an induction programme and attend ongoing training as required.
- Act in accordance with Carers Trust Cambridgeshire policies and procedures and standards.
- Undertake other reasonable tasks at the discretion of the CEO.

IT IS IMPERATIVE THAT EQUAL OPPORTUNITY PRINCIPLES AND CONFIDENTIALITY BE RESPECTED AT ALL TIMES.