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| **Support Worker** | |
| **Location** | Dorset |
| **Service/Department** | Dorset Carers Service |
| **Reporting to** | Service Manager |
| **Responsible for (staff)** | none |
| **Disclosure & Barring Check** | This post will be subject to a DBS Enhanced with Adults and children Barred check |
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| **Terms and Conditions**  (pro rata for part-time posts of less than 35 hours per week) | |
| **Hours per week** | 35hrs per week  Monday to Friday 9:00 – 5:00)  Part time and flexible hours considered) |
| **Salary range (pro rata)** | £18,090.60 - £19,860.93 per annum |
| **Salary band/scale** | 25 - 28 |
| **Allowances (pro rata)** | N/A |
| **Contract type** | Fixed Term until November 2023 |
| **Work Type** | Field based worker – Dorset area working from home - we work throughout the Dorset Council area and access to a car is therefore essential as you will need to travel on occasions for meetings and to support carers. |
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| **Post Details**  (HR reference only) | |
| Date / Version | Revised 1 January 2021 |

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| **Job Summary** |
| We have an exciting opportunity for a Carer Support Worker to join our inspiring and friendly team at our Dorset Carers Service.  The Rethink Mental Illness Dorset Carers Service provides support to carers, relatives and supporters of people with mental illnesses. The service provides 1 to 1 personalised support for carers in crisis by using a solution and goal centred approach focussing on recovery, group support and assists carers in the development of peer support groups. The service provides information on carers’ rights, facts sheets relating to mental health diagnoses, treatments available and information on local services and resources. The service also delivers the Caring and Coping training to support the role of the carer and improve wellbeing. We also provide short respite events and manage a small respite fund. |
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| **Service / Team Description** |
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| As a Carer Support Worker you will provide person centred carer support to adult and young carers including one to one individual support and liaison with other mental health agencies on behalf of people who use our services. You will carry out the functions briefly mentioned in the above paragraph.  We are a small but very committed, supportive, friendly and motivated team who all work from home. As part of the team, you will be expected where needed to travel across the Dorset Council area to support carers, raise awareness and increase publicity and promotions.  You will report to the Service Manager to provide support to carers of adults and young carers of people with mental health issues.  You will be required to work flexibly as part of a team supporting carers and raising carer awareness. |
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| **Team Structure** |
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| **What I do and achieve** |
| **I have the essentials covered;**  You will have the individual’s needs at the fore, working to the recovery model and using communication, motivation, and coaching skills to support carers to achieve their goals and aspirations. You will develop a rapport with carers based on respect and honesty whilst working within clear professional boundaries  **Who am I;**   * You will understand the needs of a carer of someone with a mental illness. * Preferably you will have caring experience. * Have the ability to work independently and prioritise. * Have excellent team working abilities in order to support the whole team. * Be flexible. |
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| **I can demonstrate and apply Rethink Mental Illness values of:**   * Passion - We are passionate about leading the way to a better quality of life for everyone severely affected by mental illness. * Commitment - We work tirelessly to provide support for everyone severely affected by mental illness. * Openness - We are open and transparent in all our work with beneficiaries, supporters, partners and the public to achieve change for people severely affected by mental illness. * Hope - We offer hope of a better quality of life for all those severely affected by mental illness. * Expertise - We constantly use our expertise to provide practical and personal support for people who are severely affected by mental illness. * Understanding - People who are severely affected by mental illness are at the heart of everything we do in our organisation – our membership, our governance and our workforce. * Equity - We believe that in a world where discrimination and disadvantage exist treating people with equity is critical to ensure justice and fairness for all.   **I can apply and demonstrate RethinkCARES behaviours of:**   * Connect – We work together, we celebrate together * Accountable – We do what we say we will do * Respect – We believe everyone counts * Evolve – We challenge, we listen, we change * Success – We deliver results |

**General Duties:**

* I will act in accordance with the provisions of Data Protection legislation (as amended).
* I will ensure all records, personal, staff and client data are managed in line with Data Management and Information Governance policies, relevant legislation, codes of practice or contractual obligations.
* I will comply with legal and regulatory requirements such as provisions set out in the Health and Safety at Work Act 1974.
* I will act in accordance with the charity’s Health & Safety and Safeguarding policies and to notify your line manager promptly if there are any concerns.
* I will participate in regular supervision and appraisal and undertake any relevant training.
* I will work in accordance with the charity’s national policies and local operating procedures and those of external regulators or professional bodies.
* The list of duties is not exhaustive; the line manager may stipulate other reasonable requirements and projects commensurate with the general profile and grade of the post.

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| Budget Manager | Ingrid Leggatt |
| Recruitment and Staffing |  |