

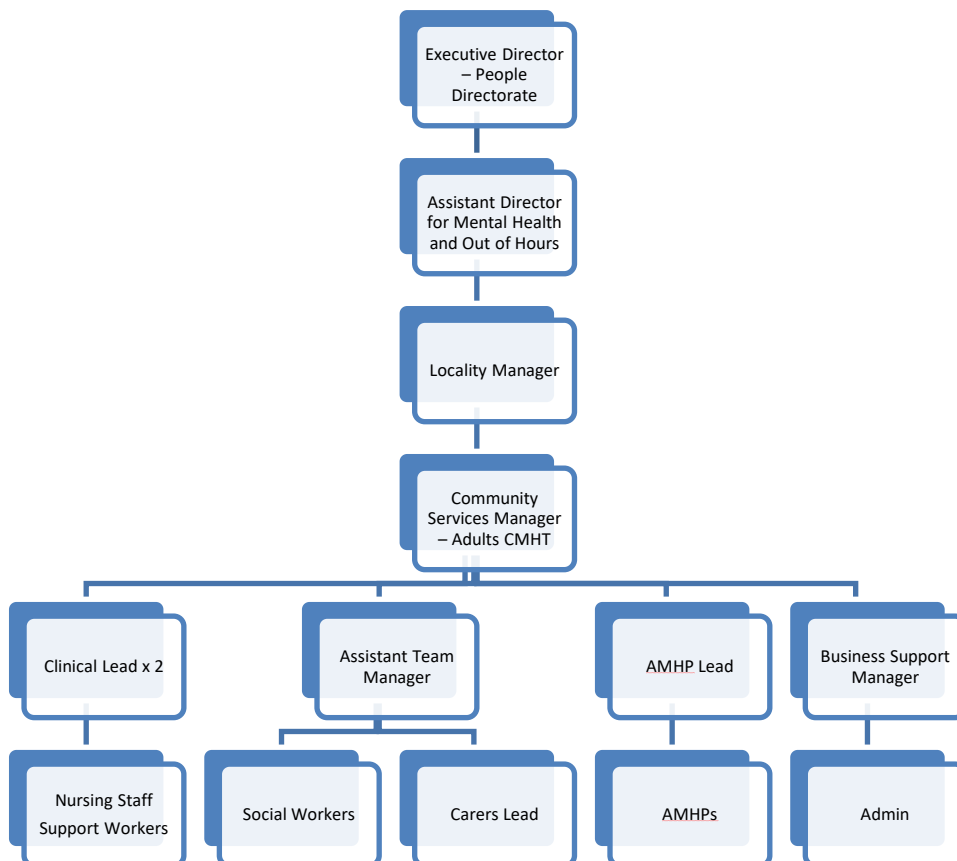
## JOB DESCRIPTION

<b>Job Title:</b>	<b>Carers Lead Practitioner</b>		
<b>Directorate:</b>	<b>People</b>	<b>Salary:</b>	<b>£29,093 - £34,314 FTE</b> plus £706 London Weighting and £963 Essential Car User Allowance
<b>Section:</b>	<b>Adult Social Care</b>	<b>Grade:</b>	<b>BG-H, SCP15-24</b>
<b>Location:</b>	<b>Churchill House</b>	<b>Work Style:</b>	<b>Flexible</b>

### Key Objectives of the role

- Promote the welfare and profile of carers' needs both in and outside of the service.
- Ensure carers are well informed about our service and other services they can access.
- Undertake carers assessments under the Care Act 2014.

### Designation of post and position within departmental structure



## Daily and monthly responsibilities

- Identifying informal carers of service users/patient of Bracknell CMHT
- Care assessments under the Care Act Framework (2014)
- Attending Quality Assurance Panel
- Creating Packages of support for carers
- Build and maintain links with partner agencies and voluntary organisations relevant to carers' support
- Develop a knowledge base regarding carers' services that colleagues in the CMHT can access for advice and support
- Create and manage regular carers' support and education/wellbeing groups
- Appraise carers of their rights under the Care Act 2014 framework.
- Attend weekly multi-disciplinary team meetings.
- Represent our service at external meetings, such as the Trust-wide carers participation group.
- To act as a specific point of contact for Carers involved with our Service Users
- To undertake and contribute to service reviews and audits relevant to the services we provide.

## Scope of role

The successful Carer Lead will be responsible for raising the profile of cares, ensuring the service's statutory responsibilities to carers are met, and promoting their participation with our service as well as their overall welfare are the core aims of this role.

All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and qualifications</b>	<p>Previous experience in social care setting</p> <p>Working with vulnerable categories of people</p> <p>Relevant educational level (NVQ Level 3 Health &amp; Social Care, or equivalent)</p>	
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare.</p> <p>Sound knowledge of the Care Act 2014.</p> <p>Ability to undertake assessments, identify needs and create care plans.</p> <p>Previous experience of facilitating groups.</p> <p>Experience of working across boundaries and within a multi-disciplinary framework.</p>	<p>Knowledge of Mental Health Act 1983, local safeguarding policies and procedures.</p>
<b>Work-related Personal Requirements</b>	<p>The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.</p> <p>Good communication skills.</p> <p>Ability to work as a member of a team.</p> <p>Excellent IT skills.</p>	<p>Previous experience of working with LAS (Local Authority System).</p>
<b>Other Work Requirements</b>	<p>A satisfactory enhanced Disclosure and Barring Service check.</p> <p>This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016; the requirement to fulfil all spoken aspects of the role with confidence through the medium of English applies. This means the ability to converse easily with the public and respond effectively to questions.</p> <p>To occasionally work outside of traditional hours including evenings and weekends as required by the service</p>	

---

**Role models and demonstrates the Council’s values and behaviours**

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

We make our values real by demonstrating them in how we behave every day.

---

**All staff should hold a duty and commitment to observing the Council’s Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.**

