

**GLASGOW ASSOCIATION FOR MENTAL HEALTH**

**JOB DESCRIPTION**

**POST: YOUNG CARERS EDUCATION WORKER**

**ACCOUNTABLE TO: SERVICES MANAGER**

**REPORTS TO: CARERS CENTRE MANAGER**

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**GAMH - Our Approach**

GAMH provides support services to carers through our two Carer Centres located in the West and in the South West of the City of Glasgow

The Carers Centres provide inclusive and holistic support to carers to maintain their quality of life and improve their health and wellbeing through the provision of an Adult Carers Support Plan or Young Carers Statement which is person centred, coordinated, and outcome focussed on the needs of the carer.

Our carer support services promote choice, control and independence, tailoring solutions to carers' specific needs as far as possible and connecting them with their community.

GAMH, as part of the Glasgow Carers Partnership, works closely with the Social Work Carer Support Teams which are located in each of the 3 sectors of the city to ensure carers can access the right support at the right time in their caring journey from early intervention and diagnosis to crisis and emergencies.

The Young Carers Education Worker will work as part of the carers centre team and be supported and supervised by the Carers Centre Manager.

**Purpose**

The main purpose of the Young Carer Education Worker is to promote services delivered by the Glasgow City Carers partnership for young carers, raise awareness of needs of young carers in Glasgow and promote a school environment that is inclusive for young carers.

### **Specific Responsibilities – Service Delivery**

- Support the implementation of a Young Carers Schools Resource Pack for Glasgow
- Link with schools to provide training for teaching and non-teaching staff and support in the use of the Resource Pack with a focus on increasing education staff knowledge and understanding of Young Carers, build new and strengthen existing relationships
- Link with schools to provide Young Carer awareness sessions for young people
- Develop guidance, protocols and resources for schools with regards to identifying and supporting young carers and their families
- Work collaboratively with Young Carers Workers, Young Carers Strategy Group and Youth Services and Community Organisations to exchange professional knowledge, experience, mutual support and service development
- Engage key agencies through presentations, newsletters, websites, social media etc both in person and digitally
- Attend and contribute to relevant meetings and any related working groups
- Contribute to and deliver on relevant actions as defined by the Carers Advice and Information Team (a collaborative working group with SWS developing a consistent citywide communications strategy)
- Prepare reports as required
- Ensure that effective records are kept relating to all activities undertaken
- Co-operate with the introduction of new procedures and/or new equipment/technology
- Any other duties appropriate to the post and in accordance with the requirements of the managing organisation

### **General**

- To support and maintain the underpinning standards and principles of the service, funders and partner agencies
- To work within the service's professional and administrative policies and practice guidelines
- To communicate with colleagues, carers and other agencies helpfully, professionally and courteously.
- To undertake such other duties as are required and are appropriate to the post

The service is expected to work within the context of the Carer (Scotland) Act 2016.

### **Safe Guarding**

Follow agreed GAMH policies and procedures to manage risk to self, others and team members.

Promote the protection of carers including ensuring that you can access and understand information about the legal and organisational requirements for the protection of adults and children.

Act in accordance with GAMH Safeguarding policies and procedures that support the safeguarding of individuals from harm or abuse at all times

### **Health and Safety**

Work effectively and follow lone working practices which encourage effective and safe practice.

Ensure that you are aware of and comply with GAMH policies, procedures and practices designed to protect the health, safety and security of all employees.

### **(GDPR)General Data Protection Regulations**

GAMH complies with all aspects of data protection and takes seriously its duties, and the duties of its employees, under the General Data Protection Regulation 2016.

The GDPR (2016) applies to personal information that is "processed". This includes obtaining personal information, retaining and using it, allowing it to be accessed, disclosing it and, finally, disposing of it.

The Young Carers Education Worker will be expected to adhere to the organisations Data Protection and Data Management Policy.

Will ensure that records and reports are stored and shared within confidentiality agreements and according to legal, work setting and other agency agreements and requirements

Will ensure that records and reports are accurate, concise, objective, understandable and legible.

### **Other**

To take responsibility for your own continuous personal development (CPD) and practice by attending appropriate and relevant training as authorised by your line manager. To maintain accurate CPD records of your training and the learning achieved, according to legal and organisational requirements.

To ensure that GAMH codes of conduct which mirror the Social Services Council (SSSC) Codes of Practice are complied with at all times

To work out of hours as required.

To carry out any other duties and responsibilities consistent with the post as directed by the Carers centre Manager.

