

RESOURCE WORKER

Job Description and Person Specification

Location/Base

These posts will be based at Ore Valley Business Centre, Lochgelly, however the post-holders must be willing to travel throughout Fife and occasionally further.

Pay Scale

£23,674 - £24,406 per annum

Hours of Work

Full time, 35 hours per week. This post requires flexible working hours which will include some evening and weekend work.

Travel Allowance

Travel expenses will be paid in accordance with current mileage allowances or at cost if public transport is used.

Annual Leave

Annual Leave entitlement is 35 days per year inclusive of Public Holidays.

Disclosure

A full disclosure check through the PVG scheme is mandatory.

Job Description

The post-holders will be responsible for supporting young carers across Fife to achieve their outcomes based on accurate, high quality Young Carer Statements.

Reporting directly to Fife Young Carers' Development Service Team Leader, the post-holders will be part of a team of staff and volunteers, all of whom are expected to contribute to the design and delivery of services to young carers and to the development of the organisation.

Key Responsibilities

- Support Young Carers to identify activities that will help them achieve their individual outcomes through their Young Carer Statement
- Develop Young Carer Statements and action plans based on individual needs, follow up and review as required.
- Provide Young Carer Statements for children and young people (up to the age of 18 years)
- Train staff and services regarding the provision of young carers statements and build networks with other agencies around this.
- Awareness raising of young carers, their needs and their right to a young carer statement under 'The Act'.

- Act as a link person and take the lead for training on Young Carers Statements for services as require.
- To provide direct support, information and training to Young Carers to assist in building social & life skills; confidence and self-esteem.
- To contribute to strategic planning and service development for Fife Young Carers.
- To be aware of and adhere to Fife Young Carers child protection policy and the relevant procedures for Fife's Child Protection Committee.
- To be aware of, and work within, national & local strategies, legislation and policies relevant to Young Carers and Young Adult Carers.
- Record keeping, monitoring, evaluation and report writing.
- To undertake any other duties commensurate with the grade of the post.

Person Specification

Essential Experience, Knowledge and Skills:

- Relevant Education, Community Development, Social Care or Youth Work Qualification at SVQ3 or above (or equivalent).
- Experience of working with vulnerable children and young people.
- Knowledge of children and young people's rights and the legal implications of working with young people.
- Excellent interpersonal, communication and listening skills.
- Experience of networking, developing and maintaining professional relationships.
- Able to work on their own initiative or as part of a team.
- Experience and knowledge of using assessment tools with young people.
- Ability to develop, plan and deliver presentations and training to a variety of audiences.
- Ability to empathise and offer emotional support to children and young people.
- Ability to work flexibly.
- IT skills
- Full clean driving licence and access to a car

Desirable Experience, Knowledge and Skills:

- Knowledge and understanding of GIRFEC.
- Experience of carrying out needs assessment for children and young people.
- Understanding of the need for Young Carers Statements and The Carers (Scotland) Act 2016.
- Group work experience.
- Understanding of child development.
- Understanding of young carers issues.
- Ability to record, monitor and evaluate work.
- Report writing.

Personal Qualities

- Commitment to the rights of children and young people.
- An approach to work which is positive, flexible and solution focused.
- A willingness to work unsociable hours and to travel as necessary.