

Members' Library Service Request Form

Date of Document	11/01/22
Originator	Lynne Binnie
Originator's Ref (if any)	
Document Title	Creation of Young Carers Youth Worker post within the Inclusion & Wellbeing Service, Education & Children's Services

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Additional information:

Authorised By	Sarah Fortune
Designation	Exec Director - Council Resources
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STAFFING REPORT – NEW POST

REPORT TO: Members' Library Service

BY: Executive Director – Council Resources

DATE: January 2022

SUBJECT: Staffing Report for the Creation of Two Young Carers Youth Worker Posts within the Inclusion & Wellbeing Service, Education & Children's Services

1 PURPOSE

- 1.1. To seek Head of Corporate Support approval under delegated powers for the creation of two Young Carers Youth Worker posts (Grade 7) within the Inclusion and Wellbeing Service, Education and Children's Services. These will be permanent non-sessional (52 weeks), full time (35 hours) posts.

2 RECOMMENDATIONS

- 2.1 To agree to the proposed changes to the staffing structure as outlined in the report.

3 BACKGROUND

- 3.1 These posts are being created to support the delivery of a Young Carers Service in line with the Carers (Scotland) Act 2016. The Youth Workers will support the local authority's duty to identify, assess and support Young Carers. Based on estimates from Carers Trust Scotland there may be as many as 1500 unidentified Young Carers in East Lothian. Following consultation regarding best practice with other local authorities and in recognition of the fact that the majority of Young Carers are of school age, the Youth Workers will work closely with schools across the authority to build capacity to deliver high quality, child and young person-centred support and interventions to children and young people with caring responsibilities.
- 3.2 These posts will be non-sessional (52 weeks), full time (35 hours) and permanent. These posts will be funded from the Inclusion and Wellbeing budget.
- 3.3 The Job Evaluation Team have evaluated this role and these posts have been evaluated at Grade 7 (currently £26,151 - £28,578 per annum).

4 POLICY IMPLICATIONS

4.1 There are no policy implications.

5 INTEGRATED IMPACT ASSESSMENT

5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

6 DISCLOSURE SCOTLAND REQUIREMENT

6.1 These new posts are considered as regulated work with vulnerable children, as specified in the Protection of Vulnerable Groups (Scotland) Act 2007.

7 RESOURCE IMPLICATIONS

7.1 These posts have been evaluated as Grade 7 and funding is available in the Inclusion and Wellbeing Budget for the positions to be filled full time and on a permanent basis.

7.2 Personnel – These posts have been formally evaluated and will be advertised in accordance with the Council’s Recruitment & Selection Policy. HR and the relevant Trades Unions are supportive of these proposals.

8. BACKGROUND PAPERS

- Agreed Job Details Form

AUTHOR’S NAME	Lynne Binnie
DESIGNATION	Service Manager – Inclusion & Wellbeing Service
CONTACT INFO	01620 827998 / lbinnie@eastlothian.gov.uk
DATE	11/01/2022

JOB DETAILS FORM

JOB OUTLINE	
JOB TITLE: Young Carers Youth Worker	JET CODE: 7448
SERVICE: Education – Inclusion & Wellbeing	
DIVISION: Education	
REPORTING TO: Co-ordinator - Young Carers	
RESPONSIBLE FOR: No supervisory responsibility	
<p>JOB PURPOSE:</p> <p>To raise awareness and understanding of young carers (5-18yrs) across schools in East Lothian Council. To support schools to identify, assess and provide support planning for young carers, following requirements of Carer (Scotland) Act 2016. To ensure young carers receive appropriate support by signposting to both universal and additional support from partner statutory, community and voluntary organisations and contributing to the delivery of direct support to young carers.</p>	
<p>MAIN DUTIES:</p> <ul style="list-style-type: none"> • Raise staff awareness and understanding of the needs of young carers. • Support whole school policy and practice in relation to /respect of young carers. • Coordinate and provide opportunities and support for staff across the school to undertake appropriate training in relation to young carers e.g. Hidden Young Carers, Removing Stigma, Young Carers Statements. • Incorporate awareness raising within the Health and Wellbeing curriculum across all schools. • Contribute to the transition programme from P7 Young Carers to ensure that their specific needs are recognised and met. • Support the development of a universal approach to supporting bereavement and loss across the associated school group in line with ELC guidance and evidence based interventions (e.g. seasons for growth). 	

- Provide a key link for accessing resources specific to Young Carers and evaluating the impact of these.
- Deliver targeted group work in collaboration with Connected Communities and local voluntary organisations.
- Deliver 1:1 support as a targeted intervention for individual young carers.
- Develop a student ambassador programme that focuses on children and young people being at the heart of the young carer's strategy. Ambassadors will be upskilled to raise awareness of young carers.
- Develop and coordinate a peer support programme 'listening ears' within in each secondary school to encourage young carers to share their experiences to help and support each other.
- Establish a forum in each associated school group that allows pupil voice and participation to be heard. Key tasks would be: Implementing the 'My View' app; Launch a wellbeing hub (online or in school) where students can access supports, leave feedback, request meetings, have a safe space to talk; launch a campaign to highlight young carer's issues and is 'everyone's business'.
- Improve links and partnership working with external youth organisations and third sector partners to ensure an understanding of the needs of young carers which allows appropriate support to be available.
- Utilise parental events to engage, involve, educate and build capacity in families to understand the wellbeing impact the caring role can have on young carer. Through links with Connected Communities and the Third Sector the post holder will liaise with these partners to organise programmes that upskill, signpost and raise awareness of young carers.
- Work in partnership with the Schools Health and Wellbeing Improvement Research Network (SHINE) to support improvements in health and wellbeing amongst young carers by building a collaboration between schools, researchers and policy-makers. This partnership could allow schools to complete a needs analysis, using data from the HBSC survey, to design programmes to target specific need.

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

- Educated to HNC or SVQ Level 3 in a related subject such as Community Education or Youth Work with previous experience working collaboratively with children and young people, families, schools and other professionals.
- In order to be fully competent in the role the jobholder will have to undertake in house training e.g. Getting it Right for Every Child; Nurture Programme for Schools; Positive Relationships for Learning and Behaviour; Building Resilience; Solution Focused Conversations; Recording and Evaluation; Confidentiality; Wellbeing & Bereavement and Loss.

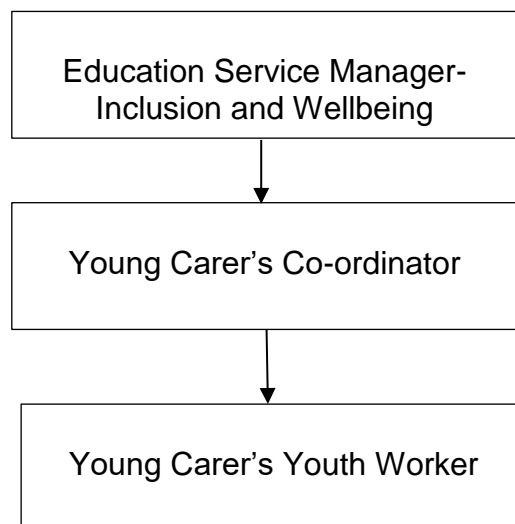
Disclosure Scotland:

- This role requires **PVG clearance** for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.

Scottish Social Services Council:

- None.

ORGANISATIONAL STRUCTURE:



PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	<p>Educated to HNC or SVQ Level 3 in a related subject such as Community Education or Youth Work with previous experience working collaboratively with children and young people, families, schools and other professionals.</p> <p>Commitment to undertake in-house training.</p> <p>This role requires PVG clearance for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be required prior to commencement.</p>	A current driving licence and/or use of a vehicle to travel between locations.
Previous Experience (Paid & Voluntary Work)	<p>Experience of working with children and young people and their families.</p> <p>Experience of work with families.</p> <p>Experience of working with schools.</p> <p>Experience of delivering 1:1 and group work/activities to children and young people.</p> <p>Experience of collaborative working with parents, teachers, support staff and other professionals including third sector.</p>	Experience of working with Young Carers and their families
Knowledge/ Skills /Competencies	<p>Effective verbal and written communication skills.</p> <p>Effective organisational and time management skills.</p>	Proven skills in the use of a variety of resources for supporting positive health and wellbeing of children and young people.

	Competent user of Microsoft Office Suite such as Word, Excel, Outlook etc.	Evidence of skills in report writing
Personal Qualities	<p>Ability to work collaboratively with parents, teachers, support staff and other professionals.</p> <p>Ability to work without close supervision, using own initiative.</p> <p>Ability to work flexibly as part of a team.</p> <p>Empathy for children, young people and families.</p> <p>Ability to deal with conflicting priorities and demands.</p> <p>Ability to work under pressure and to deadlines.</p> <p>Ability to plan ahead and prioritise own workload.</p> <p>Ability to maintain confidentiality relating sensitive or personal matters.</p>	
Council Behaviours	<p>We are Customer Focused</p> <p>We Initiate and Embrace Change</p> <p>We Strive to be the Best we can be</p> <p>We make things Happen</p> <p>We work Together</p>	

FACTOR LEVEL DESCRIPTORS

WORKING ENVIRONMENT:

The Jobholder will work in both an indoor and outdoor environment depending on the type of support/activity being offered. Where required, the jobholder will be required to carry out home visits, some of these homes can be unpleasant, dirty, odorous etc.

PHYSICAL CO-ORDINATION:

Physical co-ordination is needed to use a telephone, keyboard and/or a mouse. PC using Microsoft Office products on a daily basis. Basic keyboarding skills are required to do this job. This could include, for example, producing standard word processed documents, simple graphics or desktop publishing etc. No specialist software is utilised.

As the duties of the role can be undertaken at various locations out with the main place of work then it is desirable that the Jobholder is able to drive to travel between locations where work is carried out. No specialist driving skills are required.

PHYSICAL EFFORT:

The job is mainly undertaken in both sedentary and active positions and requires a good basic level of physical effort by the jobholder.

There will be occasions where the jobholder will be required to carry a laptop and paper documents to meetings and carry sporting equipment for activities. There will be occasions where they will need to stand/walk/run when visiting schools, attending meetings or engaging in activities with children and young people.

MENTAL SKILLS:

The Jobholder must be able to assess a situation and determine the correct course of action to follow, based on procedures and previous experience in similar situations, for example a student presenting with mental health needs. The jobholder must be able to support that individual, whilst managing risk and signposting to the correct agency, whilst ensuring that confidentiality and dignity are maintained. The jobholder will use a variety of known techniques to build a rapport with the individual to ensure that the correct support is identified.

The jobholder will also provide support to other professionals who have concerns over a young carer's behaviour by signposting staff across the cluster to undertake appropriate mental health training in line with the ELC workforce development plan (e.g. promoting/advertising Mental Health First Aid training, SAMH's e-learning module/ASSIST etc).

The jobholder will be responsible for developing a student ambassador programme that focuses on pupils being at the heart of the young carer's strategy. Ambassadors will be upskilled to raise awareness of young carers. This will require the Jobholder to plan/schedule recruitment & training events, peer group meetings, talks/presentations etc to identify the

issues/concerns and address them accordingly.

The jobholder will also be responsible for establishing a forum in each cluster that allows pupil voice and participation to be heard. Key tasks would be: Implementing the 'My View' app; Launch a wellbeing hub (online or in school) where students can access supports, leave feedback, request meetings, have a safe space to talk; launch a campaign to highlight young carer issues and is 'everyone's business'.

The Jobholder may participate in the consultation meetings and attend networking groups to ensure that the mental health and wellbeing curriculum addresses young carer issues.

The jobholder also has a role in collating information/data on the impact of the Service which will be fed back to the Young Carer's Co-ordinator.

Where required, the Jobholder will be offered additional training and support to fulfil any additional requirement(s).

CONCENTRATION:

During sessions with young carers, the Jobholder must be alert and have excellent listening skills in order to effectively identify the issue/concern in order to accurately sign-post the individual.

Some issues can be complicated and require the Jobholder to use their knowledge/judgement to decide upon which option to take.

The Jobholder will be required to work on a variety of documents, plans, reports etc. on a daily basis. Interruptions may be frequent with a number of staff, students and colleagues seeking advice, guidance on matters related to young carers.

The jobholder is required to balance an agreed work programme with development work, whilst delivering support to young carers. Despite the fact that some work will be deadline driven, it is the requirement to switch between these activities in order to respond to a range of concerns/situations that creates the most pressure for the jobholder.

COMMUNICATIONS SKILLS:

The Jobholder requires excellent communication skills in order to raise awareness of young carers. The jobholder is responsible for developing constructive relationships with children and young people with a view to encouraging them acknowledge their emotions/feelings.

The role also includes a training element as an informal educator where the jobholder is meeting the specialist needs of the individual by 'teaching' and 'tutoring' and 'signposting' of other agencies.

The jobholder is responsible for developing and coordinating a peer support programme 'listening ears' to encourage young people to share their experiences in order to help and support each other.

The jobholder will need to be able to communicate with a range of people and be confident in building good working relationships quickly.

The jobholder is responsible for improving links and partnership working with external organisations and third sector partners to ensure an understanding of the needs of children and young people which will allow appropriate support networks to be made available.

DEALING WITH RELATIONSHIPS:

The jobholder is responsible for providing a support service to young carers. Young carers will discuss a range of issues/concerns such as bereavement & loss, self-harming, anxiety, stress etc. It is the Jobholders responsibility to actively listen to their concerns. 60% of the Jobholders time is spent dealing directly with the young carers, the other 30% is with other staff and professionals.

The jobholder will need to be able to communicate with a range of people and be confident in building good working relationships quickly.

RESPONSIBILITY FOR EMPLOYEES:

In the course of normal working the jobholder has no responsibility for the work of employees or others in an equivalent position but will provide advice and guidance to new employees, work placements etc.

The Jobholder is responsible for co-ordinating and facilitating training sessions for staff on matters related to Young Carers.

RESPONSIBILITY FOR SERVICES TO OTHERS:

The jobholder undertakes tasks or processes which contribute to a service to children, young people, their families and school staff. This is predominantly through delivering interventions to young carers and supporting them to manage good positive health and wellbeing. The jobholder is responsible for assessing the needs of the young carer to determine which service/support would be most beneficial and then ensuring that those needs are met by signposting and working with other agencies to determine the right course of action.

RESPONSIBILITY FOR FINANCIAL RESOURCES:

In the course of normal working the jobholder has no financial responsibility.

RESPONSIBILITY FOR PHYSICAL AND INFORMATION RESOURCES:

The Jobholder will have access to data of a highly confidential and personal nature and must adhere to relevant legislation and policies in this regard. The jobholder requires a continual awareness of security, confidentiality and the implications of GDPR.

The Jobholder is responsible for creating and updating records for use by Team/Colleagues – The jobholder must ensure that the data collated is relevant and meets management requirements, ensuring that any information forwarded to partner agencies is accurate and relevant.

The Jobholder uses a personal computer and a variety of other office equipment in the course of their duties.

INITIATIVE & INDEPENDENCE:

The Jobholder is required to exercise considerable autonomy and initiative to liaise with school staff, managers, agencies to develop networks and further joint working. The jobholder can make decisions on daily operational duties and will refer to the Young Carers Co-ordinator on more urgent/escalated matters.

Based on their skills/experience & training the jobholder will use their initiative when delivering support to young carers.

As part of the Young Carers Team, the Jobholder participates in discussions surrounding the delivery of the service, suggesting improvements to service delivery. Any issues - which have an implication on policy are referred to the Young Carers Co-ordinator.

KNOWLEDGE:

The Jobholder must be educated to HNC or SVQ Level 3 in a related subject such as Community Education or Youth Work with previous experience working collaboratively with children and young people, families, school and other professionals

In order to be fully competent in the role, s/he will have to complete the following training courses:

- Nurture Programme for Schools
- Positive Relationships for Learning and Behaviour
- Building Resilience
- Understanding and meeting needs associated with attachment difficulties
- Solution Focussed Conversations
- Recording and evaluation
- Confidentiality and our own wellbeing
- Bereavement and Loss

The Jobholder must show a willingness and commitment to attending any relevant training courses/briefings/seminars to ensure that the advice and guidance they are giving is current and up to date.

AUTHORISATION:

I have read the information contained in this document and confirm that it is an accurate reflection of the duties and responsibilities for this post.

Jobholder*

Signed Date

Line Manager

Signed Date

Service Manager

Signed Date