

JOB DESCRIPTION

JOB TITLE	NEWCIS Development Officer
SALARY	National Joint Council for Local Government Services SCP 24 per annum £20,858 plus 6% pension contribution Currently subject to job evaluation.
HOURS	37 hours per week
DURATION	Funded to 31 March 2015
EMPLOYER	Denbighshire Voluntary Services Council [NEWVOL]
REPORTING TO	NEWCIS Senior Development Officer
LOCATION	NEWCIS Flintshire - Mold

1 AIM

To establish a specialised carer service for carers, caring for a person with a long term condition and to assist with development of new carer services.

Success in the post requires a commitment to supporting carers and to working in partnership, to plan and develop new services. Commitment to the full involvement of Carers in this process and to contribute to the outcomes for the Opening Doors for Carers project as agreed with the Big Lottery.

2 MAIN TASKS

2.1 To assist with the setting up of the 'Opening Doors for Carers Project' service in line with the Big Lottery People and Places Funding Bid.

2.2 To provide a specialised carer service for carers caring for a person with a long term condition.

2.3 To assist with the set up and delivery of the outreach work and develop new carer groups and the emergency respite break service in conjunction with the senior development officer and our partners.

- 2.4 Ensure the priorities are in line with the outcomes required by the service specification.
- 2.5 To assist with the development of links with all partners listed in this proposal, to promote the 'Opening Doors Project' and make referrals and signpost service users as appropriate.
- 2.6 To help people navigate and access appropriate services, ensuring that they are able to make contact with the right person for help.
- 2.7 Provide one to one support, which may include an assessment of carer needs, to enable greater improvement in independence. This will include home visits
- 2.8 To assist when necessary with the promotion of the service across Flintshire to carers, partners and referral agencies, through a variety of means such as leaflets, posters, newsletter and newspaper advertising.
- 2.9 To identify and make links with other agencies and services operating in Flintshire, developing an accessible database which contains this information.
- 2.10 To ensure that procedures are in place to record and report on essential information accurately including case records, in line with the monitoring and reporting requirements of the service and in accordance with data protection legislation
- 2.11 To ensure that barriers for those who find services difficult to access are actively minimised, providing a welcoming service.
- 2.12 Recruiting, train and support carer and past carer volunteers in conjunction with the projects administrator.
- 2.13 Undertake any other duties and responsibility commensurate with the post
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3 PERSON SPECIFICATION

	Essential	Desirable
3.1 EDUCATION/QUALIFICATIONS		
3.1.1 Good level of education	✓	
3.1.2 Education to degree level or equivalent		✓
3.1.3 NVQ/QCF Level 3 in Social Care		✓
2 EXPERIENCE		
3.2.1 Significant (minimum of 3 years) experience working with Carers	✓	
3.2.2 Experience of contributing to the development of services		✓
3.2.3. Experience of consultation with /	✓	

involvement of Carers		
3.2.4 Experience of social care, housing services, health or voluntary sector working, preferably with Carers	✓	
3.2.5 Experience of using computer based information sources including the internet for information management and retrieval purposes	✓	
3.2.6 Experience in developing working relationships with a wide range of colleagues across all statutory, third and private sector agencies.	✓	
3.2.7 Experience of dealing with and addressing challenging issues.	✓	
3.2.8 Experience of developing and implementing performance management and outcome measures of a project.		✓
3.2.9 Experience of marketing and promoting a service to a wide range of stakeholders		✓
3.3 KNOWLEDGE		
3.3.1 Familiar with service planning and development		✓
3.3.2 Knowledge of structures within Health and Social Care	✓	
3.3.3 Knowledge of one or more of the following areas: 'Good Health' strategy WAG Strategy for Carers Carers Measure	✓	
3.4 SKILLS AND ABILITIES		
3.4.1 Project management and networking skills		✓
3.4.2 Ability to demonstrate commitment to service improvement and commitment to Carer involvement in the development process Ability to handle difficult situations with tact and firmness	✓	
3.4.3 Ability to work to tight timescales under pressure with accuracy and minimum supervision	✓	
3.4.4 Ability to communicate through the medium of English with experience of writing	✓	

and presenting reports to a variety of audiences		
3.4.5 Ability to communicate through the medium of Welsh.		✓
3.4.7 Ability to lead discussions motivate and participate in a variety of groups as appropriate including inter-agency working.		✓
3.4.7 Ability to influence a wide range of stakeholders.		✓
3.4.8 Ability to deliver effective presentations.		✓
3.5 PERSONAL		
3.5.1 Must have a strong commitment to Carers and be Self-motivation and capacity to work unsupervised	✓	
3.5.2 Excellent interpersonal and organisational skills	✓	
3.5.3 Enthusiastic and self starting – able to manage uncertainties	✓	
3.5.4 Ability to initiate work and provide a constructive, problem solving approach to tasks	✓	
3.5.5 Commitment to lifelong learning and continuous professional development	✓	
3.5.6 Able to attend out of hours meetings and to travel	✓	
3.5.7 Must have access to car.	✓	
3.5.8 Post is subject to an enhanced CRB check	✓	

Employee certification:

I accept that the above job description and person specification will be a true reflection of my duties and responsibilities at NEWCIS.

Signed:..... Date:.....

Countersigned by Line Manager:

I agree I have discussed the job description and person specification with and am satisfied

that it accurately describes the duties and responsibilities attached to the post.

Signed:..... Date:.....