

## ROLE ADVERT

**ROLE TITLE:** Carers Information and Support Worker

PERMANENT:

**POST ID:** SAS024

**GRADE:** BAND F SCP 25 – SCP 29

**HOURS:** 22 Per Week

**LOCATION:** Monnow Vale, Monmouth which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

### WELSH LANGUAGE ASSESSMENT:

(ch) Welsh language skills are not necessary.

### PURPOSE OF POST:

To provide a source of advice and information about carers to the teams. To work in partnership with the Monmouthshire Carers Project - a range of agencies - to meet the needs of carers. To undertake carer assessment under the provisions of the Social Services and Well-being Act 2014.

**Should you require any further information regarding this post, please contact: Bernard Boniface, Adult Safeguarding Manager Tel: 0781 800 8474**

**Closing Date: 12 noon on (Insert Date) 2016**

**Please Note that we are not able to accept CV's**

**Application forms can be completed online or down loaded via:**

[www.monmouthshire.gov.uk/how-to-apply-for-council-jobs](http://www.monmouthshire.gov.uk/how-to-apply-for-council-jobs)

Applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.

Completed paper application forms should be returned to the following address:-  
People Services, Monmouthshire County Council, PO BOX  
106, CALDICOT, NP26 9AN

Appointment to this post is exempt from Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check.

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community.

All posts are open to job-share unless stated otherwise.

Monmouthshire County Council operates a Smoke Free Workplace policy.

## ROLE PROFILE

**ROLE TITLE:** Carers Information and Support Worker

PERMANENT:

**POST ID:** SAS024

**GRADE:** BAND F SCP 25 – SCP 29: £22,434 - £25,694 pro rata

**HOURS:** 22 Per Week

**LOCATION:** **Monnow Vale, Monmouth** which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

**RESPONSIBLE TO:** Adult Safeguarding Manager

### **WELSH LANGUAGE ASSESSMENT:**

(ch) Welsh language skills are not necessary.

### **Carers Team - Who are we?**

#### **Our Purpose:-**

The Carers Team is the Local Authority element of the Carers Project, a partnership of statutory and voluntary organisations working together to improve support for carers. The Team is responsible for:

- Providing information and advice to carers and staff working with carers.
- Commissioning services for carers.
- Undertaking and supporting carer assessments.
- Supporting carers to achieve their outcomes.

#### **The Purpose of this Role:-**

To act as a resource for advice and information about carers to the teams. To work in partnership with the Monmouthshire Carers Project - a partnership of agencies - to support carers to achieve their personal outcomes. To undertake carer assessments under the provisions of the Social Services and Well-being Act 2014.

#### **Expectation and Outcomes of this Role:-**

You will be expected to ensure that carers are supported in their caring role by providing and supporting carer assessments, ensuring colleagues in the teams are equipped to support carers based on your advice and information and by working in

partnership with a range of organisations to improve identification and support of carers.

**Your responsibilities are to:-**

1 – To provide information and advice to staff in the Integrated Team and other teams about the support available for carers.

2 – To work in partnership with statutory, voluntary and private providers in order to achieve the outcomes identified by carers.

3 – To work with the teams, primary care and other services to improve the identification of and support to carers.

3 - To participate in a range of team meetings in order to develop expertise and to raise awareness of carers' issues.

4 – To demonstrate flexibility, creativity and flair in achieving the desired outcomes for carers.

5 – To help plan and participate in a range of events for carers.

6 – To undertake carer assessments where appropriate.

7 – To maintain a record of the involvement with the carer on the client record system.

8 – To report any actual or suspected safeguarding issues identified as a result of the work with carers.

9 – To be sensitive to potential social needs or matters of concern and to adhere to a strict code of confidentiality.

10 - To be able to manage own workload and prioritise based on need and risk.

11 – To maintain safe working practices for self and others in accordance with the Authority's policy on health and safety at work.

12 – To abide by the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy.

**Here's what we can provide you with:-**

- Regular individual and peer supervision.
- Training and personal development.
- The opportunity to shape the work of the Team.
- The opportunity to work with a range of partners.
- An interesting and multifaceted role.

**What else you need to know.....Monmouthshire Values are:**

- Openness: We aspire to be open and honest to develop trusting relationships.
- Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.
- Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.
- Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

**In addition:**

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

## Person Specification

**How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-**

Requirements	Weighting High/Medium/Low	How Tested
<b>1 – Education / Qualifications / Knowledge</b>		Interview
1.1- Knowledge of current principles of assessment and identifying desired outcomes for carers.	High	Interview
1.2- Knowledge of the Social Services and Well-being Act 2014.	Medium	Interview
<b>2 - Experience</b>		
2.1 – Previous experience of working with vulnerable adults or children and their carers.	High	Application Form and Interview
<b>3 – Aptitude and Skills</b>		
3.1 – Effective communication skills (both written and oral).	High	Application Form and Interview
3.2 – An understanding of the importance of confidentiality	High	Interview
3.3 – The ability to work effectively both individually and as part of a team.	High	Interview
<b>4 - Personal Attributes</b>		
4.1 – A willingness to develop skills and knowledge through training.	High	Application Form
4.2 – A creative approach to meeting needs.	High	Interview
<b>5 – Circumstances</b>		
5.1 – Applicants must possess a valid driving license and have the use of a car for which the MCC agreed mileage allowance will be paid.	High	Application Form
6.1 – Being comfortable and adaptable in undertaking carer’s assessments within a home environment.	High	Application Form and Interview
<b>6 – Equal Opportunities</b>		
6.1 – An understanding of the principles of equal opportunities and how it applies to this role.	High	Interview

**Should you require any further information regarding this post, please contact:  
Bernard Boniface – Adult Safeguarding Manager Tel 0781 800 8474**

- Closing Date: 12 Noon on (Insert Date) 2016**



monmouthshire  
sir fynwy

## HYSBYSEB SWYDD

TEITL Y RÔL: ?

RHIF ADNABOD Y SWYDD: ?

GRADD: BAND ? SCP ? – SCP ?

ORIAU: ? awr yr wythnos

LLEOLIAD: ? a all newid yn y dyfodol os oes angen newid lleoliad y gwasanaeth. Ni thelir treuliau adleoli neu ymyrryd os yw hyn yn digwydd.

### ASESIAD Y GYMRAEG:

(a) Sgiliau yn y Gymraeg yn hanfodol;

(b) Angen dysgu sgiliau yn y Gymraeg pan benodir i'r swydd;;

(c) Sgiliau yn y Gymraeg yn ddymunol; neu

(ch) Sgiliau yn y Gymraeg heb fod yn angenrheidiol.

### DISGRIFIAD O'R SWYDD:

Copy "Purpose of Post" from English version – that needs to be translated into WELSH

Os oes gennych unrhyw gwestiynau pellach am y rôl hon, cysylltwch os gwelwch yn dda gyda:

Recruiting Managers Name and Title Ffôn: (Recruiting Managers Telephone Number)

Dyddiad cau hanner Ddydd (closing date in English to be translated to WELSH) 2016

### Gofynnir i chi nodi na allwn dderbyn CVs

Gellir llenwi ffurflenni cais ar-lein neu eu lawrlwytho drwy:

<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

Gellir cyflwyno ceisiadau yn y Gymraeg ac ni chaiff cais a gyflwynir yn y Gymraeg ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg.

Ar ôl eu llenwi, dylid dychwelyd ffurflenni cais ar-lein neu eu lawrlwytho drwy:  
Gwasanaethau Pobl, Cyngor Sir Fynwy, Blwch SP 106, Cil-y-coed, NP26 9AN



Caiff penodiad i'r swydd hon ei eithrio o Ddeddf Adsefydlu Troseddwyr ac mae'n amodol ar Wiriad Datgeliad Estynedig. **(Appointment to this post is exempt from the Rehabilitation of Offenders Act and is subject to an Enhanced Disclosure Check statement - If applicable keep this statement in (welsh only), if not please delete it all)**

Mae Cyngor Sir Fynwy yn gyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob adran o'r gymuned. Mae'r holl swyddi'n agored i'w rhannu os na nodir fel arall.

## PROFFIL Y RÔL

TEITL Y RÔL: ?

RHIF ADNABOD Y SWYDD: ?

GRADD: BAND ? SCP ? – SCP ?

ORIAU: ? awr yr wythnos

LLEOLIAD: ? which may change in the future if the service location needs to relocate. Relocation

YN ATEBOL I: (Insert the title of the person the new job holder will report to)

(Insert the name of the team or service).....Who are we?

**Ein Diben:-**

Copy “Our Purpose ” from English version – that needs to be translated into WELSH

**Pwrpas y Rôl hon:-**

Copy “The Purpose of this Role” from English version – that needs to be translated into WELSH

**Disgwyliadau a Chanlyniadau'r Rôl hon:-**

Copy “Expectation and Outcomes of this Role” from English version – that needs to be translated into WELSH

**Bydd eich cyfrifoldebau yn cynnwys:-**

Copy “Your responsibilities are to” from English version – that needs to be translated into WELSH

**Dyma beth I ni gallu darparu I chi:-**

- (Copy list benefits or support that you can offer from English version – that needs to be translated into WELSH.)

**Beth arall sydd angen i chi wybod.....Dyma Werthoedd Cyngor Fynwy:**

- Tryloywder: Rydym am geisio bod yn agored ac onest er mwyn datblygu perthynas lle y mae pobl yn medru ymddiried yn ei gilydd.
- Tegwch: Rydym am geisio cynnig dewis teg, cyfleoedd a phrofiad ac i ddod yn fudiad lle y mae'r naill yn parchu'r llall.



- Hyblygrwydd: Rydym am geisio bod yn hyblyg wrth feddwl a gweithredu er mwyn dod yn fudiad effeithiol ac effeithlon.
- Gwaith tîm: Rydym am geisio gweithio gyda'n gilydd er mwyn rhannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd er mwyn cyflawni ein hamcanion.

A bydd y rôl hon yn gweithio gyda Sir Fynwy er mwyn cyflawni hyn.

**Yn ychwanegol at hyn:**

Mae'r holl weithwyr yn gyfrifol am sicrhau eu bod yn ymddwyn bob tro mewn ffordd sydd yn gyson â Pholisi Cyfle Cyfartal Sir Fynwy yn eu meysydd perthnasol ac yn eu hymddygiad cyffredinol.

## Manyleb Person

Sut fyddwch yn gwybod os mai chi yw'r person cywir ar gyfer y rôl hon? Fel yr ymgeisydd llwyddiannus, byddwch wedi arddangos y canlynol:-

- (Copy list all of the knowledge, skills and attributes required to do post from English version – that needs to be translated into WELSH.)

Os oes gennych unrhyw gwestiynau pellach am y rôl hon, cysylltwch os gwelwch yn dda gyda:

**Recruiting Managers Name and Title** Ffôn: **(Recruiting Managers Telephone Number)**

**Dyddiad cau hanner Ddydd (closing date) 2016**