



THE CARERS CENTRE FOR BRIGHTON AND HOVE
JOB DESCRIPTION

Job Title:	Carer Link Worker – Primary Care
Salary:	£24,000 - £26,000
Responsible to:	Adult Carers Team Manager
Accountable to:	CEO
Hours of Work:	37.5 hours per week (incl. weekends/evenings occasionally)
Place of Work:	18 Bedford Place, Brighton BN1 2PT, plus other venues around Brighton and Hove
Annual Leave:	25 days per year (plus 3 additional Christmas office closure days)
Length of Contract:	Permanent
Period of Notice:	One month
Probation Period:	Six months

Purpose of the job

- To provide carers awareness training across the Primary Care Services and link up with the Care Clusters of the city
- To improve referral rates from health professionals into the Carers Hub
- To assess the needs of carers referred by health professionals

Principal duties

1. To develop, adapt and deliver carers awareness training and liaison across the Primary Care Services, including GPs and related staff, through a range of bespoke resources (created in collaboration with Carers Hub partners)
2. To support and maintain the commitment of Primary Care staff through a variety of means (e.g. email updates, newsletter contributions, follow-up training etc)
3. To ensure the Carers Hub is a member of key Primary Care strategic groups in order to promote the support and recognition of carers
4. To work with and support GP surgeries to meet Quality Markers standards or other applicable NHS priority initiatives in their support of carers
5. To support the planning and delivery of key events throughout the year such as Carers Week and Carers Rights Day so that health partners are represented
6. To support Carers Hub colleagues with the initial assessment of carers' needs, particularly those referred by health professionals
7. To maintain recording systems to monitor outcomes as appropriate, including the number of carers signposted or referred to the Carers

- Centre by GP practices, the number of GPs worked with, number of training sessions provided etc
8. To maintain links with local authority Carers Lead and other stakeholders as appropriate, providing quarterly narrative reports to support the data gathered under duty 7 above
 9. To maintain contact with other health professionals (such as, but not limited to pharmacies and dentists) as appropriate.
 10. To carry out other duties appropriate to the role and responsibilities as may be delegated by the CEO

General requirements

11. To use computers and other information and communication technology for a wide range of purposes including storing and communicating key information
12. To work in accordance with the values, policies and procedures of the Carers Centre, including Safeguarding, Information Management, Confidentiality, Equal Opportunities and Health & Safety

This Job description refers to the duties of the post at the current time. Such Duties may vary from time to time, without changing the general nature of the duties or the level of responsibilities of the post. Such variations cannot of themselves justify a re-grading of the post.

Person Specification on next page

THE CARERS CENTRE FOR BRIGHTON & HOVE
PERSON SPECIFICATION

Carer Link Worker – Primary Care

ESSENTIAL	HOW DEMONSTRATED :
1. Experience of establishing and developing projects or new initiatives	Application Form and Interview
2. Experience of working in partnership and networking with other agencies/organisations	Application Form and Interview
3. Experience of developing and delivering training sessions	Application Form and Interview
4. An understanding of primary care services	Application Form and Interview
5. Excellent IT skills particularly with MS Office and databases	Application Form and Interview
6. Experience of recording, monitoring and reporting on outputs/outcomes	Application Form and Interview
7. Ability to influence others and proven negotiation skills	Application Form and Interview
8. An understanding of unpaid family/friend carers and the impact of caring on a carer's physical and mental wellbeing	Application Form and Interview
9. Excellent interpersonal and communication skills with an ability to work with a diverse range of professionals	Application Form and Interview
10. Ability to effectively assess the needs of individuals and implement programmes of support including input from other agencies	Application Form and Interview
11. Proven ability to work and act on own initiative	Application Form and Interview
12. Self motivated and able to prioritise competing deadlines and multi-task	Application Form and Interview
13. Understanding and commitment to the principles of equal opportunities and respecting diversity	Application Form and Interview