Carers Development Worker

Report of Veronica Jackson, Executive Director, People, Communities & Society

Portfolio Responsibility: Cllr Brian Lord, Cabinet Member for Adult Services & Health

23rd November 2009

Officer Contact: Tom Wolstencroft
Ext. 1447

Purpose of Report

To establish a 18 month fixed term post of Carers Development Worker within People Communities and Society Directorate to support the delivery of the local carers strategy and local services in line with the recommendations cited in the National Carers Strategy ‘Carers at the heart of 21st century families.’

To approve recruitment of this post by means of a secondment opportunity.

Executive Summary

Oldham Council has the lead role in co-ordinating the delivery of services for carers. A Carers Development Worker is required to support existing groups of carers including the Oldham Carers Network/Carers Voices borough-wide group and smaller community groups, ensure the voice of carers are heard and acted upon across the
council and NHS Oldham and support the development and roll out of Oldham’s local Carers Strategy.

**Recommendations**

It is recommended that a full time post is established on a fixed term contract over 18 months jointly funded by Oldham Council (via the Carer’s Grant within the ABG) and by NHS Oldham (via Short Breaks for Carers Grant)
Carers Development Worker

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3 Recommendations

3.1 It is recommended that a full time post is established on a fixed term contract over 18 months jointly funded by Oldham Council (via the Carer’s Grant within the ABG) and by NHS Oldham (via Short Breaks for Carers Grant)

4 Background

4.1 Over the last decade Carers Services have been funded by a ring fenced grant from Central Government.

4.2 This year a National Carers Strategy was published which was endorsed by the Prime Minister and launched via the Department of Health which was
aimed at providing a new deal for carers. Key elements of the strategy include ensuring that hidden voices of carers are heard, that carers are involved in identifying local needs, the design and delivery plans of local services and are central in decision making processes.

4.3 Over the last 3 years carers services in Oldham have undergone a transition. Locally Oldham’s carers have voted for a different approach to the involvement of carers moving away from a forum/meeting structure to a more inclusive, open access meeting mirroring the successful Forum4Age approach. Carers want this approach to be supported by a designated staff member.

4.4 It is recognised that there are vast numbers of ‘hidden carers’ who may not be engaged with services whose views are not currently being captured. Likewise there are many small community groups of carers who are not currently linked in with Oldham Council or NHS Oldham.

5 **Current Position**

5.1 The Carers Strategic Manager works three days a week and does not have the capacity to focus on the involvement/development work required to fully deliver the carers agenda ensuring that carers views are sought and embedded in a meaningful way.

5.2 Oldham Council receives a Carers Grant (currently included within the ABG). Recently the Government has issued a ‘Short Breaks’ grant to NHS Trusts specifically for carers. NHS Oldham has received £250,000 for Short Breaks. Although this funding is not ring fenced, Oldham NHS and the Strategic Health Authority are keen to work in partnership with Oldham Council to develop a joint approach to working with Oldham’s carers. A Carer’s Development Worker has been highlighted as a priority within Oldham NHS joint Short Breaks plan.

5.3 In light of the above, this post can be funded through a joint commissioning approach with NHS Oldham ensuring that carers’ voices and views are embedded across the health and well being agenda and services.

5.4 Strategic work attached to the carers agenda is underway, however, the direct work required to engage carers as true partners and ensure the views of hidden carers are heard isn’t possible without extra capacity to support this process.

5.5 Oldham’s Carer’s Network/Carers Voices members (of which there are nearly 550) have stated that they want regular borough-wide meetings and a designated staff member attached to this activity. This would be an aspect of the proposed role.

6 **Options/Alternatives**
6.1 Option 1: To take no action. The implications would mean that the Carers agenda would stall and Oldham would not be able to deliver the local carers strategy in line with national guidance and have money reclaimed by DoH as a result.

6.2 Option 2: To agree to establish the post of Carers Development Worker funded entirely by Oldham Council via the Carer’s Grant (ABG).

6.3 Option 3: To agree to establish the post of Carers Development Worker part funded by the Carer’s Grant and part funded by NHS Oldham and designated Short Breaks funding.

7 Preferred Option

7.1 Option 3: This would support a joint commissioning approach and ensure that the local carers strategy can be delivered ensuring that carers are key partners. This post would be advertised internally within Oldham NHS and Oldham Council as well as externally via the Carers network as a secondment opportunity.

8 Consultation

8.1 With Oldham Carers Network, Oldham Carers Voices, Oldham Carers Advisory group, Carers Strategy Group, the Strategic Health Authority, NHS Oldham Management Board, with The Member’s Carers Champion and via normal directorate decision making processes.

9 Financial Implications

9.1 The cost of the proposal at the grade maximum (Scale point 34) is £34016 including on-costs, plus £1500 car allowance. There are no revenue consequences as the costs can be fully funded from the Carers (ABG), NHS Oldham and Short Breaks grants. (Keith Witter)

10 Legal Services Comments

10.1 None

11 Human Resources Comments

11.1 Human Resources have been consulted on the proposals and have reviewed the Job Description of Carer’s Development Worker. Based upon the roles and responsibilities contained therein, grading the post at SO2 is felt appropriate. This will be implemented in accordance with the Councils policies and procedures (Emma Gilmartin)

12 Risk Assessments
12.1 N/A

13 IT Implications
13.1 A laptop will need to be provided also e-mail and communications would have to be configured.

14 Property Implications
14.1 None, this post can be accommodated at Meadowbank.

15 Procurement Implications
15.1 -

16 Environmental and Health & Safety Implications
16.1 N/A

17 Community Cohesion Implications [including Crime & Disorder Implications in accordance with Section 17 of the Act] and Equalities Implications
17.1 These proposals will support some of the most vulnerable people and their carers within our communities.

18 Forward Plan Reference
18.1 -

19 Key Decision
19.1 No

20 Background Papers
20.1

   Officer Name : Tom Wolstencroft  
   Contact No : 1447

21 Appendices
21.1 Appendix 1 Job Description
21.2 Appendix 2 Person Specification
| Signed _________________________       | Dated _________________________ |
| Cabinet Member [specify whom]          |                                  |
| Signed _________________________       | Dated _________________________ |
| Executive Director                    |                                  |

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**JOB PURPOSE**

To support carers to participate in and co-ordinate the Oldham Carers Network/Oldham Carers Voice, support the development of local carers groups and ensure carers issues are linked to wider groups within health and social care networks. To develop involvement mechanisms in line with the LAA. To co-ordinate information from carers which will be used to plan the delivery of services.

**KEY TASKS**

1. Recruit, train and support carers to participate in the Oldham Carers Network/Oldham Carers Voice and wider groups within health and social care networks.

2. Assist in the achievement of the LAA targets regarding involvement and citizenship.

3. Work within local communities in partnership with other service providers to identify small community carers groups, ensuring their voices are heard and possibly identifying carers who may not be accessing services.

4. Work with relevant offices in Oldham Council, NHS Oldham and the Third Sector in devising and delivering, training programmes to carers to support their effective engagement.

5. Work in partnership with colleagues from other agencies in the planning, development and the effective running of the Oldham Carers Network /Oldham Carers Voice.

6. Work with relevant colleagues, in the gathering and compiling of key information, views and experiences of carers and members of the wider community, that will be used in the planning an development of local services.
7. Liaise with the Information Officers in the production, dissemination and distribution of information to carers and, where appropriate, the cared for.

8. To present information to colleagues, carers and, where appropriate, the cared for.

STANDARD DUTIES

1. To actively promote the equalities and diversity agenda in the workplace and in service delivery.

2. To be adhere to customer care and health and safety policies of the Council/department.

3. To participate in self-improvement in performance through workplace development.

4. Undertake any additional duties commensurate with the grade of the post.

CONTACTS

Staff across Adult and Community Services, Colleagues within OMBC, Health Agencies, the Third sector, carers, external providers, members of the community. Area committee members.

Tom Wolstencroft, Service Director
Community Well-being, Tel no 770 1447

RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT

Responsible to: Strategic Carers Manager
Responsible for: None

SPECIAL CONDITIONS

The post will be required to work evening and weekends on occasions for which equivalent time off at a later date will be granted.

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<td>May 2009</td>
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## OLDHAM METROPOLITAN BOROUGH COUNCIL

People Communities and Society

Person Specification

### Job Title: Carers Forum Co-ordinator

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<th>Criteria</th>
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<tr>
<td><strong>Experience</strong></td>
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<td>Experience of planning, organising and facilitating community events/groups</td>
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<td>Experience of collating and presenting information to professionals and non-professionals.</td>
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<td>Experience of working within tight deadlines and prioritising workloads.</td>
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<td>Experience of developing service user groups.</td>
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<td>Experience of project management</td>
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<td><strong>Skills and Abilities</strong></td>
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<td>Able to write concise reports and evidence from community events and conferences.</td>
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<td>Ability to think creatively in terms of facilitating events with service users, carers and staff.</td>
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<td>Ability to work with carers with a knowledge of carers issues</td>
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<td>Commitments to service user and carer involvement</td>
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<td>Able to assist in training programmes for staff.</td>
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<td>Able to use Windows based computer packages.</td>
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<td>Able to work on own initiative and as part of a team.</td>
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<td>Ability to work in a non-discriminatory way.</td>
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<td>Able to travel to meetings at other locations</td>
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<td>Able to work occasional unsocial hours</td>
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<td>Willing to learn either through training or personal development.</td>
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NB - Any candidate with a disability who meets the essential criteria will be guaranteed an interview.

AF – Application Form  T – Test
I – Interview      P – Presentation