

# **Carers Together Foundation**

## **JOB DESCRIPTION**

**Job Title:** Senior Practitioner (Financial Wellbeing)

**Salary:** £12,575 per annum

**Hours:** 18.5 hours per week to be worked flexibly

**Responsible to:** Chief Operating Officer

**Primary Bases:** The TAD Centre, Ormesby Road, Middlesbrough TS3 7SF and The Innovation Centre, Vienna Court Kirkleatham Business Park, Redcar TS10 5SH

### **1.Purpose:**

- To provide a range of information and support services to carers, including carers assessments and support plans
- To identify and support carers who are currently, or are at risk of, experiencing poverty or financial exclusion.
- To provide money management advice and support based on carers needs.
- To represent carers needs at the relevant financial wellbeing forums and groups.

### **2.Duties and responsibilities:**

2.1 Provide accurate and relevant information and support to carers about their rights and entitlements, benefits, appropriate services and other relevant issues through individual face-to-face and telephone contacts.

2.2 Complete carers' assessments and support plans with carers, as appropriate

2.3 Provide practical ongoing support to access specialist debt advice and other financial wellbeing services including Foodbanks/Fuel vouchers/ Emergency grants

2.4 Develop and promote local, regional and national discount schemes for carers

2.5 Signpost/refer carers to other relevant services and provide carers' information in a variety of formats

2.6 Raise awareness of carers' issues and needs and the support offered by Carers Together with other key stakeholders.

2.7 In conjunction with the line manager, develop qualitative and quantitative measures to demonstrate the impact of the service.

2.8 Ensure that the service is evaluated by all stakeholders, including carers and

professionals.

2.9 Record all casework with carers daily on Carers Together's database.

2.10 Produce and present monthly reports on the performance of the service to the line manager

2.11 Identify opportunities for developing the service.

### **3. General**

3.1 Participate fully as a member of the staff team including attending meetings, sharing information and working collaboratively with other staff to ensure all services are covered.

3.2 Work collaboratively with colleagues within other organisations

3.3 Adhere to all service standards, policies and procedures of Carers Together.

3.4 Administrate and organise own work to ensure that it meets quality standards, deadlines and reporting requirements.

3.5 Undertake any other tasks or duties that may arise which are commensurate with the general level of this post and as directed by the designated line manager.

### **4. Management**

4.1 The post holder will receive day to day management and supervision from the Chief Operating Officer.

### **5. Working conditions**

5.1 Flexible working is required subject to the demands of the service. Evening and weekend working will be required. Overtime will not be paid, but additional approved time outside contracted hours should be taken as time off in lieu.

5.2 30 working days holiday per year plus statutory/bank holidays for fulltime staff. For part time staff holiday entitlement is calculated on contracted hours.

**This job description is intended as a guide to the duties and responsibilities of the post and may be amended from time to time, subject to developing organisational needs, and following appropriate consultation with the post holder.**