

# SANDWELL ADVOCACY

## Job Description

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| <b>Job Title:</b>      | <b>Health and Wellbeing Officer (Caring for Carers)</b>   |
| <b>Salary:</b>         | <b>£11,062 - £11,695 (21 hours per week) Fixed term until 31/3/23 in the first instance with possible extension to 31/10/23</b> |
| <b>Hours of Work:</b>  | <b>21 Hours Per Week</b>  |
| <b>Benefits:</b>       | <b>5 Weeks Equivalent Annual Leave + Bank Holidays. 5% Employers Pension Contribution.</b>                                      |
| <b>Responsible to:</b> | <b>The Project Co-ordinator and Chief Executive Officer</b>   |
| <b>Location:</b>       | <b>28 Wood Street, Tipton, DY4 9BQ but working throughout Birmingham</b>  |

***The Caring for Carers Wellbeing and Bereavement Team is delivered as part of the Communities in Sync Consortia. The post holder will work closely with colleagues attached to the following partner provider organisations based in Sandwell:***

- ***Sandwell Advocacy***
- ***Ideal for All***
- ***Crossroads Care***
- ***Sandwell African Caribbean Mental Health Foundation***
- ***West Bromwich African Caribbean Resource Centre***

### **Job Purpose:**

- Ensuring that integrated support is offered to carers over 18 who have recently been bereaved or caring for someone at the end of life
- To provide person-centred wellbeing support to meet the needs of carers/bereaved carers in their own home and in the community
- Complete wellbeing plans with carers as part of initial and ongoing assessment of needs.
- Connecting carers to each other through peer support
- Work within a multi-agency approach with carers and their family, where appropriate, developing an effective partnership with key stakeholders.
- Positively promote the work of Caring for Carers Wellbeing and Bereavement support across Birmingham

### **Principle Duties:**

- To conduct Initial Assessments that identifies the individual needs of the carer, develop action plans and on-going reviews including SWEMBS and Loneliness Measures.
- Provide emotional and practical support; including helping carers with funeral and will planning.

- Managing an advocacy caseload and ensure that accurate case management and record keeping is maintained.
- Have an understanding of cultural practices when supporting those from different backgrounds.
- Ensure that all records are accurate and up to date on the Charity Log database.
- Identify/refer to other relevant specialist services including bereavement counselling, welfare and benefits advice etc.
- To provide quarterly reports and case studies that include information measured against key performance indicators and key themes and trends.
- Contribute to the monitoring and review process.
- To make frequent and effective use of personal supervision and to make use of training opportunities as appropriate.
- Encourage Signposting within Caring for Carers services such as Healing Gardens, Living Memory connecting carers to other bereaved carers.
- To ensure the implementation of equal opportunities in all aspects of the work and carry out all duties in an anti-discriminatory manner and where necessary challenge oppressive behaviour and practices.
- To work within the accepted policies of the organisation, paying particular attention to the duty of confidentiality, adult safeguarding and responsibility for your own Health and Safety and that of others.
- To work as an active member of Sandwell Advocacy and Caring for Carers Wellbeing and Bereavement team.
- To contribute towards the overall objectives of the project, ensuring a quality service to its users.
- To undertake other duties in conjunction with the team to meet the aims of the organisation.