**Job Description**

|  |  |
| --- | --- |
| **Job Title**: **Salary:** **Hours of work:** **Location**:**Responsible to**: **Length of Contract:**  | Carers Nurse£28,000 - £30,576 pro rata dependent on experience (non NHS banded role)21 hours per week9 Springfield Road, Sale, Manchester, M33 7XSCarer Support and Engagement ManagerPermanent |

|  |
| --- |
| Trafford Carers Centre is seeking an inspiring individual to join the team as our Carers Nurse. Working independently from other clinical staff you will deliver holistic health checks and reviews supporting unpaid carers to manage good physical and mental health.As Carers Nurse you will hold a relevant nursing qualification with a recognised body and have a minimum of 3 years’ experience as an adult RGN or RMN. You must be confident in communicating with GP practices and other professionals. As a member of the Trafford Carers Centre team you will support the operational delivery of carer support to meet the requirements of a statutory funded contract, which includes but not limited to demonstrating impact, safeguarding, building and maintaining stakeholder partnerships and ensuring carers experience a welcome and open environment. Due to the nature of their caring role carers often neglect their own health, putting the needs of the care receiver ahead of their own, which can lead to a number of health issues. The post holder will need to exercise initiative, good judgement and react to unplanned and irregular events.Clinical supervision will be provided through our NHS partners, however please note that Trafford Carers Centre does not offer the Agenda for Change pay scale or NHS Bands. |

|  |
| --- |
| **Main duties and responsibilities:** * Carry out health assessments with carers (onsite, in the home or community setting), providing options, choice and control to the carer including, but not limited to:
* BMI
* Blood pressure
* Diet
* Smoking cessation
* Exercise
* Non fasting cholesterol and blood glucose testing
* Mental health assessment using GAD-7 PHQ-9
* Life style
* Alcohol intake
* Screening checks
* Prepare timely health check summaries to send to carers GP and liaise with any GP’s and their practice staff in relation to any health check queries
* Practice infection prevention in line with health checks
* Participate in and contribute to the training of staff as appropriate to experience of the post holder
* Support volunteers helping to support the Carers Nurse in delivering the health check service
* Ensure effective administration and correct record keeping in line with policies and procedures including, but not limited to, data protection and confidentiality
* Be involved in the planning, delivery and evaluation of health events and other related carer activities and events such as Carers Rights Day and Carers Week
* To maintain and design any systems, tools, paperwork or procedures needed for the effective running of the department, in consultation with the Senior Management Team
* To have up to date knowledge on the impact of caring on a carer’s physical and mental wellbeing
* Be familiar with appropriate legislation, procedures and resources in order to ensure that the statutory requirements are met

**Partnerships and Communications:*** To maximise use of Trafford Carers Centre website and social media for awareness raising initiatives.
* To attend stakeholder events to promote Trafford Carers Centre as appropriate
* To contribute to the quarterly newsletter through a featured Carers Nurse section
* Help to communicate key messages and promote the activities of Trafford Carers Centre
* Increase awareness of carer’s needs amongst statutory and voluntary professionals in Trafford to encourage identification and referrals
* To support and develop strong and effective external relationships and partnerships to enable place based working relationships and enhanced carer support.

**Reporting*** To support implementation and continuing delivery of a client management system
* To ensure the recording of unmet needs and gaps in services is consistent and comprehensive and that this is presented to local authorities, health bodies or used for funding applications
* To support the delivery of various reports by providing narratives to support data, explain trends and anomalies and identifying gaps in services.
* To work in collaboration with the Senior Management Team to implement & deliver impact measurement tools to demonstrate effectiveness of carer interventions.
 |

|  |
| --- |
| **General Responsibilities*** To adhere to Trafford Carers Centre policy portfolio, including Equal Opportunities, Code of Conduct, Health and Safety and Disclosure of Information Policies
* To adhere to safeguarding policy & procedure, liaising with the designated safeguarding leads.
* Be efficient, responsible and maintain a high level of personal organisation to deliver an effective health check service
* To work with the CEO and senior team to maintain the quality standards system
* To arrange and undertake supervision from Clinical Supervisor and Carer Support & Engagement Manager
* To undergo training and development as is necessary to maintain appropriate performance in the post
* To contribute to the training of staff as appropriate to experience of the post holder
* To attend all staff, trustee meetings and organisational events such as the AGM and open days as required and encourage open communication and a problem-solving approach
* Work at all times to promote equality, diversity and individual rights
* To keep records and statistics for effective monitoring of the service, ensuring that all files and information are kept in accordance with Trafford Carers Centre’s policy on confidentiality and data protection
* To ensure that Trafford Carers Centre fulfils its charitable objects and meets compliance requirements.
* In accordance with the Health and Safety at Work Act 1974, to take care of your own health and safety at work and any staff you manage in addition to clients and visitors you are working with
* To work evening or weekend hours as required by the activities relating to the service (for which Time off in Lieu may be given) in line with Trafford Carers Centre’s policy
* To undertake any other reasonable tasks consistent with the grade and purpose of the post
* The specific duties and responsibilities of this job description are not restrictive and the post holder will be expected to undertake any other duties as required.

**Confidentiality**All workers will be expected to maintain a high standard of practice, which recognises the rights of the individual to have assurances that any information given will be treated with the respect and privacy consistent with the organisations overall social and professional responsibilities. |

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dimension** | **Scope** | **Ess** | **Des** |
| **Experience & Qualifications** | Registration with a recognised nursing body  | √ |  |
| A minimum 3 years’ experience as an adult RGN or RMN | √ |  |
| Experience of lone working |  | √ |
| Experience of presenting at events |  | √ |
| Experience of gathering service data to support and produce reports (quantitative and qualitative) | √ |  |
| Ability to develop and deliver training to other professionals on key impact markers for carers | √ |  |
| PTLLS (or equivalent) 1st Aid training qualification to deliver training to carers. |  | √ |
| **Knowledge** | Awareness of issues relating to carers and the impact on both physical and mental wellbeing |  | √ |
| Good awareness of service provision and the confidence to develop working relationships across public, voluntary and third sector organisations in pursuit of the aims and objectives of the support of carers. | √ |  |
| A familiarity with Trafford’s safeguarding policy and procedures along with an understanding and practice of safeguarding | √ |  |
| Compliance requirements; Charity Law and regulation, Equalities, Data Protection and other applicable legislation |  | √ |
| Awareness of the Care Act 2014 |  | √ |
| **Skills & Abilities** | Supportive and reliable team player | √ |  |
| Ability to work on own initiative with excellent organisational and time management skills to deliver targets and KPI’s. | √ |  |
| Confident to work independently with little or no immediate access to other clinical staff | √ |  |
| Ability to critically evaluate performance against benchmarks and targets through 1-2-1’s and appraisals.  |  | √ |
| Ability to develop achievable action plans. |  | √ |
| Ability to compile audit, impact and evaluation reports | √ |  |
| Good administrative skills  | √ |  |
| A commitment to Equal Opportunities / Equalities and Diversity in work and in service provision | √ |  |
| **Other** | Commitment to work within Trafford Carers Centre mission & values | √ |  |
| Proficiency in Microsoft Office packages | √ |  |
| Strong administrative skills, including use of databases  | √ |  |
| Willingness to travel throughout Trafford, with a clean driving licence, access to own car and evidence of business insurance on the policy | √ |  |
| Positive and flexible attitude to work that may include evening and weekend | √ |  |

Ess = Essential

Des = Desirable