

**Job Description**

**Title:** Carer Assessments Worker

**Salary:**  £24,285 (pro rata) – pay award pending in April 2024

**Hours of work:** 18 - 21 hours per week including a commitment to work until 5pm once a week.

**Responsible to:**  Operations Manager

**Holiday entitlement:** 23 days p.a. plus Bank Holidays (pro rata). An additional 3 days holiday pro-rata is awarded between Christmas and New Year. This entitlement increases based on length of service (see staff handbook)

**Area of work:** This post is based in either the Northwich or Chester office with travel across Cheshire West (mileage allowance payable for these journeys away from office base)

**Aims and objectives**

Working alongside the carers support team, offer Carers Assessments to carers referred through the Cheshire West and Chester Professionals portal. Assessments will be provided in carers’ homes, in our offices or at other locations by arrangement.

**Duties and responsibilities**

1. To receive referrals for Carers Assessments from Cheshire West and Chester Council, making initial contact with carers (typically within 2 working days)
2. Arrange mutually agreed appointment times and locations with carers
3. Undertake Statutory Carers Assessments, uploading onto the professional portal
4. Make any resulting referrals to staff within Cheshire and Warrington Carers Trust and other external organisations as required.
5. Complete reviews after 8 - 12 weeks to monitor outcomes
6. Ensure the safety of carers and those they care for, making appropriate referrals for assessment or safeguarding purposes using agreed processes.
7. Promote the needs of carers at all times, showing understanding and empathy.
8. To keep records of all referrals and contact with carers using Upshot database
9. Keep in regular contact with relevant staff from Cheshire West and Chester Council
10. To attend appropriate training, supervision and awareness sessions as required.
11. Undertake any other duties necessary to support Cheshire & Warrington Carers Trust as required by the Operations Manager, Chief Executive Officer and the Board of Trustees.

*Updated February 2024*