



Talbot House

supporting families of people with learning disabilities



1 High Peak Street, Newton Heath, Manchester, M40 3AT Tel: 0161 203 4095 admin@talbot-house.org.uk

Talbot House is a Registered Charity: Registered Charity no: 1132741 Talbot House is a company limited by guarantee. Limited company number: 7032063

Job Description

Job Title: THRIVE Support Worker	Perm/Contract: Up to 3 year contract	Reports to: General Manager & THRIVE Service Coordinator
Based at: Talbot House Office	Hours: 27.5 hours per week	Salary: £18,567 per annum /£12.98 per hour

About the Role

We are looking to recruit a dedicated and passionate person to join our recently expanded THRIVE project. Our THRIVE project started 9 years ago with the goal to encourage older parent carers to plan for the future when it comes to caring for their learning disabled child, and to “*Watch them thrive while I’m alive*”. Since April 2023 we have been working to expand this project to include supporting parent carers with learning disabled children aged between 19 to 30 years old.

This role will primarily focus on the Young Adults/Transition families, and secondarily on the Elderly parent carers. Interaction with the service users will be face to face via booked appointments.

Support for Carers & Young Adults/Transition (new)

This project aims to help and support parent carers with the below;

- Transitioning from child to adult benefits.
- Further education applications/placements.
- Finding jobs/work placements.
- Independent Living
- Financial/Cost of Living advice
- Health needs (development of a growing learning disabled person).
- Social development (befriending/activities).
- Finding day services.
- Social events bringing parents in a similar situation together

Support for Elderly Carers

Our original THRIVE project was focused helping older parent carers plan ahead for the long term care for their learning disabled children. We provide vital support with the increasing challenges they experience in caring for their learning-disabled loved ones, along with the common loneliness and isolation experienced by older parent carers. Having their futures planned can alleviate the stress and anxieties many older carers have and give them peace of mind. Our work with our older parent carers include;

- Care Transition planning / continuity
- Help with benefits and financial planning
- Care duties and support
- Bereavement support
- Welfare phone calls and emotional support
- Social and wellbeing events for older parent carers

Main Duties

- Provide one to one support and advice.
- Write professional applications and reports for a variety of agencies.
- Research and utilise other support services beneficial to service users.
- Build productive working relationships with staff, volunteers and external organisations.
- Supporting families at Talbot House and on occasion at external sites as required.
- Work with the THRIVE coordinator and Talbot House staff to improve our service user experience.
- To publicise the THRIVE project and raise awareness.
- Support and take part in carer activities and events undertaken by Talbot House to promote carer wellbeing.
- Assist with the supervision of volunteers.
- Keep accurate records and ensure database is kept up to date, along with other IT systems.
- To undertake any other duties reasonably requested by the Manager.

General Responsibilities

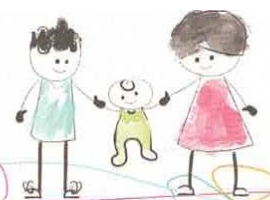
- To work as a member of a team under the direction of and accountable to the General Manager
- To maintain Talbot House practice policies and values at all times
- To raise the profile of parent carers and the issues that they face
- File management on the shared drive
- Ensuring the upkeep of hardware including: desks, computers, telephone system

Professional

- The post holder will be responsible for their personal and professional development as identified and agreed through supervision
- The post holder will participate in raising awareness of the importance of unpaid parent carers as volunteers
- The post holder will participate in research and audit activity as required.
- The post holder will value diversity and promote equality of opportunity ensuring that individuals are treated fairly and respected for their contribution in terms of experience knowledge and skills.

Confidentiality & Management of Information

- The post holder will ensure that electronic and paper files are maintained in keeping with Talbot House Policies and procedures.



- The post holder will deal with a range of personal and confidential information, so it is vital that confidentiality of information is maintained at all times whether written or given verbally.

Job Content

This job description is not exhaustive. The tasks described are representative of the duties it is expected the post holder will undertake within the grade range of the post. Job content will be reviewed as necessary in consultation with the post holder, to reflect the changing nature of the post

Person Specification

	Essential	Desirable	Method of Assessment
Education/ qualifications Training	None	<ul style="list-style-type: none"> • Evidence of previous relevant training • Advocacy or advice training 	Application form
Knowledge and Experience	<ul style="list-style-type: none"> • Evidence of knowledge and experience of challenges faced by parent carers as they age • Broad understanding of learning disabilities and learning disability services • Knowledge and understanding of diversity and equality issues 	<ul style="list-style-type: none"> • Experience of supporting parent carers. • Previous experience in a similar role. • Lived experience of caring. 	Interview & application form
Skills and aptitude	<ul style="list-style-type: none"> • Effective IT skills using databases, Word, Excel etc. • Evidence of strong organisational skills • Ability to manage own time and workload • Excellent verbal and written communication skills • Ability to demonstrate patience tact and empathy • Ability to work with a broad range of people. • Willingness to undertake training appropriate to the role. • Ability to work flexibly. 	<ul style="list-style-type: none"> • Good knowledge and experience using social media platforms. • Good presentation skills to promote service. 	Interview & application form

