



Telford & Wrekin

**CVS**

*Involving, Inspiring, Supporting*

We have the following post available within our Carers Centre:

**Emergency Response Carers Service (ERCS) Assessment Officer**

Salary: £16,122 per annum

(FTE Salary: £24,184)

24 hours per week: Fixed term until 30 September 2018.

We are looking to appoint an enthusiastic and motivated person to join our busy team. If you are passionate about supporting unpaid family Carers then this opportunity could be for you.

The role involves:

- supporting carers who are caring for an adult within the Borough of Telford and Wrekin in accessing an emergency response service.
- Positively identifying carers and their cared for needs in the event of an emergency.
- completing a written plan of need – the plan developed by the Assessment Officer and the Carer which details arrangements to be actioned when a crisis occurs.
- Supporting other service providers to recognise the ERCS scheme and identify carers.
- Supporting issues raised by carers to those providing direct services and raise awareness with appropriate local forums and partnership boards.
- Providing current and relevant information for carers and other service providers as appropriate.
- Visiting carers either in their own homes or at a neutral venue with the purpose of offering an assessment of their needs and that of their cared for.
- Attending and organising information events to promote the ERCS scheme.

The successful candidate will be required to undertake Enhanced Disclosure and Barring Service check, and as the position requires the post holder to work in contact with vulnerable adults, Telford & Wrekin CVS is entitled to ask exempted questions under the provisions of the Rehabilitation of Offenders Act 1974 Exemptions Order 1975 and will require an Enhanced Disclosure from the Disclosure and Barring Service before any appointment can be confirmed. Telford & Wrekin CVS complies completely with the DBS [Code of Practice](#); a copy of the code is available on request. Any criminal record shown on a disclosure will not necessarily be a bar to employment, any matter revealed will be discussed with the applicant before any offer of employment is withdrawn. Our Recruitment of Ex-Offenders Policy is available on request. Information obtained from the DBS will not be used unfairly.

The successful candidate will be required to complete a questionnaire to assess any health and safety workplace needs through the Local Authority's Occupational Health Service.

For an informal discussion contact Laura Thorogood on (01952) 567855 or by emailing [laura.thorogood@carerscontact.org.uk](mailto:laura.thorogood@carerscontact.org.uk) . For an application pack contact [karenmorrow@tandwcvcs.org.uk](mailto:karenmorrow@tandwcvcs.org.uk). CV's are not acceptable.

**CLOSING DATE: 3pm on Friday 6 April 2018**

Registered Charity Number: 702589