

WE ARE RECRUITING



VACANCY – ASSISTANT TO DIOCESAN CARE OFFICER

Location: St Boniface House, Ashburton or a Plymouth Location

Hours: 21 hours a week

Salary: FTE for 35 would be £24,000 – £25,000 FTE. Actual salary for 21 hours is £14,400 – £15,400

Closing date: Monday 29th January

BACKGROUND AND PURPOSE OF THE ROLE

To collaborate with the Care and Support Worker in delivering organisational and practical pastoral assistance to the Clergy Welfare Support team aiming to support the well-being of clergy members who are sick or have retired from Ecclesiastical office within the Diocese.

To have an understanding of welfare provisions and undertake actions to support clergy members including contact visits, signposting to available services, processing applications for support, maintaining records, supporting seminars and other interventions to help equip those who have or are contemplating resigning from active ministry and diligently following up on any actions as required.

KEY RESPONSIBILITIES

- Assist the Diocesan Care Officer for Clergy to provide care and support for the sick and retired clergy of the Diocese.
- Visits to Clergy in their home/care homes to assess their care requirements and/or current living situation.
- Maintain regular contact through telephone or email to assess their care requirements and/or current living situation.
- Conduct risk assessments and check documentation requirements.
- Report to the Diocesan Care Officer for Clergy any observations or requirements following visits or contact with sick or retired clergy members.
- Maintain accurate and GDPR compliant records.
- Answer incoming queries and calls ensuring they are signposted to the correct department or colleague.
- Process applications for grants/benefits, NHS continuous health care, personal alarms, blue badge, attendance allowance and stair lifts etc.

- In conjunction with the Diocesan Care Officer for Clergy continuously assess the appropriateness and availability of Care/Nursing Homes through research on CQC website and visits where necessary ensuring our records are maintained.
- To develop excellent working relationships with all relevant priests within their area, to enable them to understand their ongoing care or any changes that might occur in their personal circumstances.
- To develop and maintain positive working relations with service providers.
- To administer a preferred supplier list.
- To liaise, alongside the Diocesan Care Officer for Clergy with internal departments such as property for property improvements, Finance and safeguarding to ensure all cross-over matters are handled correctly.
- Assist the team to arrange the 'retirement' programme and seminars for 'retired' priests.
- To be sensitive towards family and friends and build relationships with those who have Power of Attorney or are involved in the care of priests.

This list is not exhaustive but gives an example of some of the duties and can be added to as required and in accordance with Diocesan needs.

PERSON SPECIFICATION

You will be an empathetic and personable individual. You will have the ability to deal with difficult and emotive situations whilst maintaining a good sense of humour. You will be self-motivated, flexible and adaptable with good experience of problem solving and the ability to listen.

ESSENTIAL SKILLS AND QUALIFICATIONS

The successful candidate will have:

- Experience in nursing and /or in the organisation of care support in the social sector.
- Experience of managing a portfolio of casework.
- Some awareness or knowledge of social care policy and legislation in relation to older people.
- Good organisational and prioritisation skills.
- Good written skills.
- Exceptional interpersonal skills.
- Excellent attention to detail and accuracy.
- Understanding of Safeguarding vulnerable adult issues in context.
- Able to use own initiative, but also to work as a team.
- Experience of using MS Programmes.
- Ability to maintain discretion and confidentiality.
- An empathy towards working in a faith environment.

An enhanced DBS check will be required for the role and will be undertaken prior to employment.

A full driving license and access to a car for work purposes will be required, as travel around the Diocese is essential.

DESIRABLE SKILLS AND QUALIFICATIONS

- Professional nursing qualification.
- Experience of care giving and health of older and vulnerable people.
- Occupational Therapy experience or qualifications may be an advantage.
- Qualifications or experience in social work may be advantageous.
- Knowledge of care providers and funding streams.

Copies of the job description and application form are obtainable from the Human Resources Department on 01364 645383 or email recruitment@prcdtr.org.uk

Applications are by application form and covering letter. The last date for applications is Monday 29th January