



Hospital Liaison Worker - Acceleration Reform Fund (ARF)

Role Description

Position:	Hospital Liaison Worker – High Peak
Salary:	Year one £24,011 to £25,741 per annum pro rata
Hours:	20
Reports To:	ARF Project Lead
Area:	High Peak
Base:	3 Park Road, Ripley, Derbyshire, DE5 3EF and home working
Contract Length:	End of August 2026

Overall Objective:

We are looking for a passionate and enthusiastic person to raise the profile of all age carers to ensure that their needs are recognised and they feel supported in their caring role. The role will entail working closely with various hospital teams, including discharge teams and existing Carers Champions to improve all age carer support and the identification of carers within hospitals.

Main Responsibilities:

'Carers' refers to Young Carers, Young Adult Carers and Adult Carers of all ages from 5 upwards.

- Deliver Carer Awareness Training and ongoing support to hospital teams across Derbyshire with the view to building carer compassionate / friendly hospitals.
- Encourage Hospitals to subscribe to the Carers Friendly Quality Mark.
- Support hospitals to introduce carer friendly ideas to improve identification and support for carers.
- Encourage the appointee of Carers Champions and support to co-produce action plans for delivery model and provide ongoing support.
- Maintain regular contact with trained Carers Champions to provide updated/new information to support their Carers or for signposting.
- Design and update appropriate resources for hospitals and update Professionals Hub regularly.
- Liaise with internal communications to develop 'Hospital Liaison' website page and social media presence.
- Stay up to date with developments in local and national policy and practice relating to unpaid carers and primary and secondary care.
- Signpost hospital teams to local carer support services where appropriate.
- Identify and network (both online and in person) to build and maintain relationships with hospital teams to build awareness of carers and promote best practice.

- Keep abreast of new research, findings and reports to support carers. In particular hospital discharge pathways.
- Work with DCA colleagues to expand opportunities across Secondary Care networks
- Collate feedback / themes / trends and work closely with Derbyshire All Age Carers Support Service Carers Voice project.
- Undertake other reasonable duties associated to the role and ARF. This may include additional Health Liaison duties.
- To look at creative ways of supporting Carers and connecting to support services. Such as; Information roadshows and information hubs.
- To work within a structured process where carers have been identified.
- To attend mandatory training and identified training as required including shadowing of other key roles to keep up to date with other key areas of DCA.
- To participate in team meetings, team building, training activities and appraisal to enhance personal and professional development.
- To prepare for and participate in regular supervision meetings and seek additional supervision, as appropriate. This includes setting goals with PDRs.
- To support volunteers and sessional workers within agreed procedures.
- To maintain records, collect statistical data, provide reports and store and share information in accordance with requirements of the post, Derbyshire Carers policies and protocols and the Data Protection Act.
- To work to Action Plans with timescales and monitoring systems, as identified by Service Managers.
- To work with Health and Safety Law, Confidentiality, Equal Opportunities and organisational policies and procedures, as integral to safe practice in the service provided to Carers.
- Work collaboratively with Engagement workers where and when necessary to deliver service requirements across the all age service.
- Provide cover for other roles and when service provision is required and set out by operational line management.
- Any other duties as directed by management, which are within the Memorandum and Articles of Association of the Company.

Job description's may be reviewed from time to time to take into account the changing circumstances and developments of the Charity, following discussion with the post holder

Safeguarding

DCA is committed to the safeguarding and protection of young people, vulnerable adults and children. Employment will be subject to the receipt of two satisfactory professional references, and [an enhanced DBS certificate]

Driving License A full driving license with a vehicle insured for business use is required to undertake the role.

