

Job Description

Department: People and Communities

Division/Section: Targeted Youth Support Service

Job Title: Youth and Family Support Worker

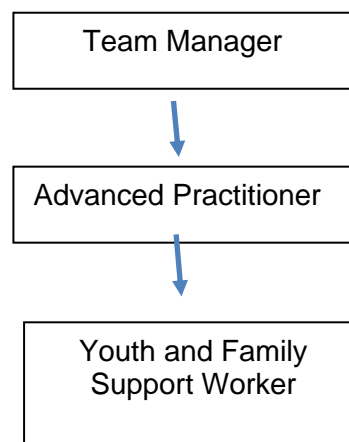
Post No:

Grade:

Reports to:

Organisation Chart:

Show immediate manager and any jobs reporting to this post.



DBS Check applicable?

Basic Standard **Enhanced** None

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?

No

Line Management responsibility for:

0 direct reports

Size of budget:

Accounting for a delegated budget of up to £50

Job Purpose:

The role of the Youth and Family Support Worker is to provide high level intensive support to children/young people and families/carers where there are safeguarding risks and complex needs, and children/young people may be at risk of entering the care system.

The ability to build respectful, transparent, and productive relationships with professionals/agencies is key and to manage a complex, high risk caseload under the supervision of a social worker.

Main Duties and Responsibilities:

- a. To safeguard and promote the safety and well-being of all children/young people that you come into contact with.
- b. Undertake non-statutory assessments, and support the development of individual and family/carers plans that uses best practice/evidence based interventions to secure better outcomes for children/young people and their families/carers.
- c. Support the social worker with statutory meetings and chair additional meetings with professionals, children/young people and family/carers ensuring that relevant documentation is produced and that actions are followed up in a timely manner.
- d. Provide intensive 1-to-1 support and interventions to children/young people in various locations and environments including the home or placement to support positive outcomes.
- e. Provide support and interventions to children/young people experiencing potential family or placement breakdown and work with parents/carers to support children/young people to remain at home when safe and appropriate to do so.
- f. Provide support and interventions to families/carers to improve the overall functioning of the family/placement in order to reduce risks and maximise life opportunities.
- g. Refer children/young people and families/carers to other professionals and agencies to address particular needs or concerns outside the expertise of the support worker.
- h. To support the allocated lead professional and contribute to reviewing progress, actions, sharing information and agency integration.
- i. To be part of a duty system, acting as the first point of contact for children/young people presenting as homeless and to work in conjunction with the child/young person, their family/carers and partner agencies to ensure wherever possible the young person remains at home where safe and appropriate to do so.
- j. Support children/young people who present with a range of complex risks and needs, e.g. Not in education, training or employment (NEET), at risk of criminal/sexual exploitation, radicalisation, missing from home.
- k. To maintain close working partnerships with schools, colleges and other relevant agencies to share information and work together to support young people and their families
- l. Safely and effectively manage highly emotional, distressing or volatile situations with children/young people and families/carers.

- m. Ensure that clear, comprehensive records are kept and that case management systems are updated within timescales.
- n. Be responsible for implementing any agreed processes and policies such as health and safety, risk assessment, safeguarding, escalation and that these are recorded on relevant systems.
- o. To participate in regular individual/peer supervision and continuing professional development to ensure the ongoing improvement of practice delivered by the Targeted Youth Support Service.
- p. To assist in the day-to-day administrative duties as appropriate, and to produce written reports, financial records and keep systems up to date.
- q. Work flexibly to the needs of the service including evenings, weekends and residential trips when required.
- r. To support and be part of an evening and weekend on call rota.
- s. To promote young people voice and collaboration through feeding back on service delivery, influencing change and developing future services.

Generic Responsibilities:	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
Flexibility Clause:	<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.</p>
Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

DATE: 07.03.18

COMPLETED BY: Anna Jack

Person Specification

JOB TITLE: Youth and Family Worker

POST NO:

GRADE:

DEPARTMENT: People and Communities

HOURS: 37 hours

DIVISION:

DIRECTOR: Adrian Chapman

DATE: 07.03.18

COMPLETED BY: Anna Jack

KNOWLEDGE	<p>Good working knowledge of local safeguarding inter-agency policies and procedures.</p> <p>Good working knowledge of the legal framework of safeguarding children and other relevant legislation such as Human Rights Act, Equality act and Data Protection .</p> <p>Good working knowledge of normal child development, and the impact on development of child abuse and neglect.</p> <p>Good basic understanding of issues relating to substance misuse, mental health, neurodevelopmental disorders, domestic abuse, sexual and criminal exploitation and other relevant areas connected to safeguarding.</p>	<p>Understanding of themes from Serious Case Reviews that meant opportunities to safeguard children were missed e.g. disguised compliance</p> <p>Understanding of models relevant to this cohort e.g. attachment, systemic, social learning, behavioural etc</p>
SKILLS & ABILITIES	<p>Ability to engage and work with effectively children/young people and families/carers who may be ‘hard to reach’ due to perceived poor previous experiences of professionals or are distrusting due their own traumatic backgrounds</p> <p>Ability to contribute to the assessment of the needs/strengths of complex children/young people, families/carers and overall level of family functioning.</p>	<p>Competence to work with people from diverse backgrounds with sensitivity to religious, ethnic and cultural differences etc</p>

	<p>Ability to contribute to the development of intervention plans for children/young people and their families/carers.</p> <p>Ability to coordinate and manage a complex caseload where there may be competing demands and urgent responses needed.</p> <p>Ability to offer 1-1 support and evidenced-based interventions to children/young people</p> <p>Ability to offer support and parenting interventions to families/carers.</p> <p>Ability to offer joint sessions between children/young people and parents/carers to improve communication and reduce conflict between them.</p> <p>Strong observational, analytical and listening skills</p> <p>Ability to use informal, peer and formal supervision effectively and work collaboratively with the social worker responsible for the case.</p> <p>Ability to work in a non-discriminatory manner and promoting equal opportunities to support and services.</p> <p>Ability to advocate for clients, and use professional challenge and enable escalation when there are professional differences on opinion.</p> <p>Computer literacy to use Google, Word, case management systems and so on.</p> <p>Excellent written and verbal communication skills with the ability to adapt to the current audience including writing reports.</p> <p>Ability to be resilient in the face of persistent challenges with the ability to de-escalate/contain situations with high expressed emotion including anger.</p>	
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	Ability to participate in an on call rota as required	
EXPERIENCE	<p>At least 2 years relevant experience of working with children/young people and families/carers that have complex needs and present with safeguarding needs.</p> <p>Significant experience of working with a range of agencies in both statutory and non-statutory settings.</p> <p>Demonstrable experience of sharing information appropriately</p>	<p>Significant experience of being part of the statutory safeguarding arena e.g. attending strategy meetings, child in need meetings etc</p> <p>Experience of being a lead professional and coordinating multi-agency involvement</p>
QUALIFICATIONS	<p>Relevant NVQ qualifications or equivalent.</p> <p>GCSE A-C in Maths and English or equivalent</p>	
PERSONAL CIRCUMSTANCES	Ability to travel across Peterborough and surrounding areas for home visits and meetings etc	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities.	
CUSTOMER CARE	Knowledge and understanding of effective customer care	