



brighterfuturesforchildren.org

Targeted Youth Support Worker

Job Description & Person Specification



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Job Information

Post Title	<ul style="list-style-type: none"> Targeted Youth Support Worker
Reports to:	<ul style="list-style-type: none"> Assistant Team Manager
Grade and Salary:	<ul style="list-style-type: none"> RG5 22 – 28 (£27,514 – 32,798), depending on experience.
Location	<ul style="list-style-type: none"> West or South Reading Children’s Action Team offices
Conditions:	<ul style="list-style-type: none"> 37 hours per week (full time) - some flexible working required depending on service needs, permanent position.
Direct reports to the post:	<ul style="list-style-type: none"> None

Job Purpose

- To work as part of a targeted youth support team providing services for young people aged 13-19 (up to 25 years for those with LDD) in target groups e.g. YP who are NEET, displaying poor behaviour and exclusions from school etc.
- To work with and support a caseload of young people to achieve positive outcomes and ensure they:
 - Achieve their full potential including engagement in education, employment or training
 - Develop good decision-making skills in relation to emotional well-being and health, personal and social development;
 - Are able to be active citizens in their communities
- To initiate, develop and deliver high quality targeted youth work sessions that provides personal and social development opportunities for identified young people.
- To ensure the voice of the young person is heard and directly influences the design and delivery of services.
- Brighter Futures for Children is improving outcomes for Reading's children, young people and families.
- We are an independent, not-for-profit-company, wholly owned by Reading Borough Council. Our responsibility is to deliver quality children's services, early help, education and Special Educational Needs and Disabilities (SEND) services in the borough.

Designation of Post within Company Structure

This post sits within the Early Help Service

1. Your role

- To assess and deliver targeted support to young people and deliver evidence-based interventions including one to one and small group work.
- To adopt a Key worker approach in order to develop and deliver outcome focussed plans:
 - Organising, chairing and/or attending multi agency and Team Around the Child/Family meeting relating to young people at appropriate points
 - Ensuring action plans are clear, time-bounded and outcome focussed

- Review actions plans regularly with the family, young people and professionals
3. To work with a caseload of young people who exhibit a range of challenges and who may resist engagement – there may be a requirement to work intensively over a period of time with some young people.
 4. To be responsible for the development, planning, delivery and evaluation of high-quality youth work programmes that provide personal and social development opportunities for targeted young people.
 5. Ensure that the voice and views of the young person, are sought, heard and represented appropriately and evidenced throughout the work.
 6. To be outcome focussed – ensure that assessments and plans demonstrate the long, medium and short-term outcomes that the family and team around the child look to achieve.
 7. Liaise effectively and work with universal, targeted and statutory services and partners where appropriate e.g. schools, colleges, YOS, CSC, Elevate and specialist youth workers.
 8. To review progress of the young people as and when appropriate – to be able to confidently assess when to signpost for safeguarding or specialist services and when to step down interventions.
 9. Maintain a range of strategies and resources to effectively engage children, families, partners and communities.
 10. Maintain accurate, comprehensive and up to date records of work undertaken with the young person i.e. case notes, chronologies, assessments, reviews and closure documents. To record on case files and furthermore on data systems e.g. Mosaic or liquid logic.
 11. Undertake Health & Safety tasks and requirements in both groups, activities, trips and 1-1 settings eg risk assessments.
 12. To contribute to performance and quality assurance data in an accurate and timely manner.
 13. To undertake Missing Children interviews in a timely manner and to a good quality standard in order to identify risk and interventions required.
 14. To work in partnership with colleagues across the Council, health, schools, police and other services in order to overcome barriers and achieve the best outcomes for young people and their families.
 15. To participate in supervision on a regular basis to ensure appropriate management oversight and to escalate issues of concern for management review and decision making as required.
 16. A commitment to inclusive practice & confidence to embed anti discriminatory practice into daily work
 17. To ensure practice is in accordance with legislation and the council's policies and procedures with particular reference to Health and Safety, Child Protection and Safeguarding Children.
 18. To undertake evening and some weekend work in accordance with service requirements
 19. To take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with the company's health and safety rules and legislative requirements
 20. To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
 21. Brighter Futures for Children is a dynamic organisation which recognises the need to respond flexibly to changing demands and circumstances. While this job description provides a summary of functions and responsibilities of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post.

Staff Management

22. To provide line management and leadership for part time staff.

23. To ensure the effective recruitment, selection and induction of part time staff in accordance with the Recruitment and Selection policies of RBC.

Gateway criteria – above plus

1. To undertake activities with groups of targeted young people e.g. group work, activities, trips, residential etc
2. To work with vulnerable young people undertaking evidence-based interventions.
3. To lead on a particular area of work e.g. Teenage pregnancy, LDD, young carers, LAC etc.

2. Relationships – who you will work with

Internal:	<ul style="list-style-type: none"> • BfFC Colleagues including CSC and Education • RBC Colleagues
External:	<p>Develop and promote strong partnerships with:</p> <ul style="list-style-type: none"> • Education e.g. Nurseries, Schools, Colleges • Health e.g. Health Visitors, School Nurses, CAMHS • Voluntary Organisations

3. What your performance will be measured against

- Personal objectives set as part of your continuous professional development as identified in Probation, 1-1 supervision and appraisals.

4. Your level of autonomy

- Required to work as part of a team as well as using own initiative to deliver objectives

6. Scope of Job (Budgetary/Resource Control/Impact)

- None

Special/Other Requirements/Responsibilities of this Post

Level of DBS check required for this post	Enhanced with a check of the barring list(s)
If *, does the post require a check against the list of people barred from working with vulnerable adults?	NO
If *, does the post require a check against the list of people barred from working with children?	YES/YES
What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks)	NONE
Is this post “politically restricted”?	NO
Responsibility for Health & Safety:	YES – Level One

Please specify responsibility for implementing the company's risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and monitored to mitigate risks identified	List if appropriate
Please specify any other Statutory Duties and/or responsibilities of this post not already covered in the "Main Duties & Responsibilities" above	N/A

Person Specification

Qualifications & Education

1. A qualification in Youth Work equivalent to NVQ Level 4 or other relevant professional qualification or a good standard of education – to NVQ L4 or equivalent
2. Knowledge and understanding of the issues affecting young people in need of Level 2 and above support services
3. Knowledge and understanding of protective and risk factors that may impact on young people and some of the interventions that support that young people's achievement of positive outcomes.

Experience

1. Experience of working with young people aged 13-19 years, particularly young people who are vulnerable
2. Experience of working with families / parents/carers
3. Experience of working in a multi-agency environment
4. Experience of working as a Key Worker/Lead Professional
5. Experience of sharing information appropriately and sound understanding of data protection/confidentiality
6. Experience of working within a safeguarding environment with families with additional needs

Skills, Abilities & Competencies

1. Ability to effectively manage a caseload of young people.
2. Experience in assessing young people's needs, developing plans, identifying goals and outcomes and working with young people to achieve these.
3. Ability to plan and deliver evidenced based interventions and programmes in order to meet identified needs.
4. Ability to relate to and engage vulnerable young people and families including being tenacious and persistent with those who are reluctant to engage with services.
5. Ability to use IT such as word and outlook, as well as case recording databases e.g. MOSAIC
6. Ability to innovate & be creative in finding solutions to unique family challenges
7. Excellent communication skills – written & verbal including excellent listening and support skills. This includes an understanding of non-verbal communication.



8. Ability to work under pressure and maintain a calm and professional approach in difficult situations such as dealing with challenging behaviour.
9. Ability to analyse and reflect on own professional practice.
10. Ability to apply Health & Safety and safeguarding in a youth work setting and in all practice with young people.
11. Ability to contribute as a constructive member of a team.
12. Ability to be self-motivated with good time management and organisational skills
13. Ability to work across team/agency & multi-disciplinary boundaries
14. Ability to ensure that the principles of inclusion, equality and diversity are integral to programme development and delivery.
15. A commitment to continuous professional development

Additional Working Requirements

- Job involves working with sensitive and confidential information about children and will be subject to an enhanced DBS check.
- Commitment to some flexible working depending on service needs