

## **APPLICATION FOR EMPLOYMENT**

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Youth Support Worker**

**Vacancy ID: 007308**

Salary: £21,268.00 - £22,658.00 Annually

Closing Date: 26/03/2017

### **Benefits & Grade**

Grade H

### **Contract Details**

Permanent

### **Contract Hours**

37 hours per week

### **Disclosure**

The successful applicant will be subject to an enhanced DBS check

### **Job Description**

We are seeking to appoint a self-motivated and enthusiastic individual to join Youth Direction Preventions Team. As a Youth Support Worker you will be required to deliver effective case work and preventative support services to young people in a whole family approach where there are concerns about risk taking behaviour. You will plan and deliver individual, restorative and group work sessions encouraging young people to work towards objectives to improve their life chances for the future.

You will operate within Stockton's Early Help delivery model and support vulnerable families towards excellent outcomes within the Early Help framework. You must be a strong team player and have an innovative and flexible approach.


Direct work with young people and a proven ability to achieve outcomes within a multi-agency context are essential

For detailed information on this role, please refer to the Job Description and Person Specification.

For a further informal discussion, please contact Joanne Nelson, Preventions Team Manager, on 01642 524605.

An online application form and further information is available from [www.stockton.gov.uk/job-vacancies/](http://www.stockton.gov.uk/job-vacancies/). Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>	
<b>Directorate:</b>  <b>Children's Services</b>		<b>Service Area:</b>  <b>Youth Direction</b>	
<b>JOB TITLE: Youth Support Worker</b>			
<b>GRADE: H</b>			
<b>REPORTING TO: Prevention and Early Help Co-ordinator</b>			
<b>1.</b>	<b>JOB SUMMARY:</b> <ul style="list-style-type: none"><li>• To support Preventions Workers to deliver effective casework services to young people involved in risk taking behaviour.</li><li>• To ensure that positive outcomes are achieved for vulnerable groups, particularly, Looked after Children, young people with LDD, Young Offenders, young people not attending school, and young people on the cusp of the criminal justice system.</li><li>• To ensure that young people have access to all available education, employment, training and personal development opportunities.</li><li>• To deliver preventative support services to young people in a whole-family approach, using evidence-based interventions and multi-agency support plans to improve outcomes within the early help framework and reduce demand into children's social care and specialist or crisis services, as part of the step up and step down process.</li><li>• Develop positive, respectful and responsive relationships with young people and their families, supporting them to engage fully with and benefit from services to address their needs. Safeguard and promote the wellbeing of children and young people</li></ul>		
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>		
	1.	To contribute to the achievement of Youth Direction objectives including the delivery of key tasks within the Business Unit Plan, the Youth Justice Plan and the Children and Young People's Plan.	
	2.	To use intervention plans and work with partners in achieving successful outcomes to allocated cases.	
	3.	To deliver individual and restorative interventions and group work sessions, encouraging young people to make a positive contribution to their community, building self-esteem and self-confidence and working towards objectives to improve their life chances for the future.	
	4.	To monitor the impact of intervention programmes	
	5.	To work in partnership with young people and their families in identifying their needs and strengths.	
	6.	To maintain effective record keeping	
	7.	To provide, in partnership with others, opportunities for young people to develop skills and realise their full potential.	
	8.	To provide opportunities for young people to participate actively in the design, delivery and evaluation of services.	

	9.	To contribute, as requested by the Youth Direction Manager, in the development and support of partnership initiatives, benefiting local young people and families, working in multi-disciplinary teams as required.
	10	Work in a variety of settings delivering services in a flexible and accessible manner including regular evening and weekend work.
	11	To represent Youth Direction at relevant meetings as requested.
	12	To contribute to the implementation of partnership agreements and service level agreements with partner agencies.
	13	To work alongside Youth Outreach Patrol Workers to deliver an effective service

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade of H using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

## PERSON SPECIFICATION

Job Title/Grade	Youth Support Worker		H
Directorate / Service Area	Children’s Services	Youth Direction	
Post Ref:	33947		
	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"><li>• Educated to NQF level 4 or equivalent in a directly relevant subject or the equivalent demonstrable level of knowledge gained through directly relevant work related experience</li><li>• Evidence of continuing professional development</li></ul>	<ul style="list-style-type: none"><li>• NVQ Level 3 Qualification in a relevant area</li><li>• Additional professional qualifications</li></ul>	Application form
Experience	<ul style="list-style-type: none"><li>• Direct work with young people</li><li>• Successful experience of partnership working</li><li>• Implementing assessments which identify risks and needs of children and young people</li><li>• Implementing intervention and/or action plans for individuals.</li><li>• Delivery of information and advice to young people and their parents/carers</li><li>• Engagement of service users in planning delivery and evaluations</li></ul>	<ul style="list-style-type: none"><li>• Work within disadvantaged and excluded young people</li><li>• Experience of working in a multi-disciplinary team</li><li>• Work with schools and colleges</li></ul>	Application / Interview
Skills	<ul style="list-style-type: none"><li>• Effective inter - personal skills</li><li>• Organisational skills</li><li>• Good communication skills both written and oral.</li><li>• Able to provide information, advice and support to young people, carers and parents in a sensitive and supportive manner</li><li>• Deliver a range of imaginative interventions</li></ul>		Application / Interview
Specific behaviours relevant to the post	<ul style="list-style-type: none"><li>• Demonstrate the Council’s Behaviours which underpin the Culture Statement.</li><li>• Adaptable and flexible, working in a fast changing environment</li><li>• Good team player</li><li>• Passionate and committed</li></ul>	<ul style="list-style-type: none"><li>• The ability to manage stress and demonstrate emotional resilience in working with challenging behaviours and attitudes</li></ul>	Application / Interview

Other requirements	<ul style="list-style-type: none"> <li>• Understanding of equality and diversity issues affecting young people and their community</li> <li>• Understanding of partnership working</li> <li>• Understanding of preventative work and targeted youth support.</li> <li>• Safeguarding agenda</li> <li>• The post holder must have the capacity for independent travel across the borough.</li> <li>• Willingness and ability to work flexibly between the core hours of 7:30am – 9pm 7 days a week</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of policy and legislation relating to children and young people</li> </ul>	Application / Interview
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## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

**Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.