

**Job Description**

**Job Title: Pathways Team Support Worker**

**Salary Grade: Grade 6**

**SCP: 22-25**

**Job Family: People Care**

**Job Profile: PC3**

**Directorate: Children’s Services**

**Job Ref No:**

**Work Environment:**

**Reports to: Pathways Team Manager**

**Number of Reports: 0**

Your normal workplace will be at Sunniside West Office, Sunderland, but you may be required to work in any Company recognised workplace.

This position requires an Enhanced Disclosure and Barring Service (DBS) Check.

**Purpose:**

To work within the Pathways Team to deliver services to, and assessments of, Homeless 16-17 years olds in keeping with statutory guidance and the Joint Protocol between TfC and the Council.

To ensure that young people who present as homeless fully understand their rights to become looked after under Section 20 of the Children Act 1989, and the benefits this brings.

To assist the Pathways Team Manager in developing guidance and literature for young people and professionals to explain rights, responsibilities and entitlements.

To assist the Pathways Team Manager in maintaining the Supported Lodgings Scheme, including the assessment and management of placements with a degree of complexity and risk. To support in the on-going supervision and management of providers within the scheme and co-ordinate the support to young people accessing the scheme.

**Key Responsibilities:**

To have excellent communication skills both written and verbal, demonstrated through interaction with team members, young people and other professionals daily.

To support in the effective monitoring of the service through agreed quality assurance processes that evidence the positive impact that the service has on each young person.

To recognise and act upon potential child protection and adult safeguarding concerns, reporting to the Pathways Team Manager as appropriate.

To be willing to develop specialist service area knowledge around care leavers, homeless 16-17 year olds, prevention of homelessness, and access to benefits; to ensure that young people’s rights are respected and acted upon through robust and tailored services.

To communicate effectively in dealing with matters relating to care leavers and homeless 16-17 year olds in order to respond to the daily queries and matters that arise in the service.

To provide support and advice to other service areas within TFC regarding homeless 16-17 year olds.

To assist the Pathways Team Manager in maintaining and expanding the Supported Lodgings Scheme.

To assist in providing formal recorded supervision and intensive support to supported lodgings providers and co-ordinate support for young people placed with the provider and respond to their needs, during placements, when difficulties occur and when placements end.

To assist in compiling formal assessment reports on prospective supported lodgings providers to ensure that they meet the required standards as stipulated within the Supported Lodgings Policy.

To raise and monitor all finances with regards to the scheme and ensure that providers and young people understand their rights and responsibilities with regards to payments made and received.

Under the direction of the Pathways Team Manager, to develop and implement systems to review standards of care within existing supported lodgings providers.

To support in developing, maintaining and updating the Supported Lodgings Policy and other key documents as required.

To support in the monitoring and evaluation of progress, quality, impact and effectiveness of the service.

To ensure the views of service users and colleagues are considered in seeking to achieve high standards of service, that reflect legislative requirements and user choices.

Ensure that all professionals understand the referral process of the supported lodgings scheme.

To develop and maintain effective working relationships within Safeguarding and Specialist Services (e.g. Colleagues in residential, foster care, Next Steps Team, IRO’S, Social Work, Housing department, DWP, DfE) and within the statutory ( Health, Education, Connexions) and the voluntary sector in seeking to achieve an integrated provision of service for care leavers.

To support in establishing active recruitment and retention of Supported Lodgings providers and work alongside the commissioning service and children’s services to identify and target need.

To interview and risk assess young people with regards to their suitability for the scheme and from there co-ordinate any support plan needed to make any placement safe and successful.

To inspect premises and facilities and specify with providers the expectations of the scheme consistent with the scheme standards.

To be responsible and accountable for own workload with minimal supervision. To lone work, undertaking visits to private homes, other providers of accommodation across the city and be willing to work out of office hours as required to effectively respond to service demands.

To establish whether thresholds have been met to start the evictions process and implement action when required.

**Additional Information/Other Requirements:**

To carry out other duties consemmurate with the grading of the post for service delivery and duties required within the Next Steps Team.

Post holder should hold a level 3 diploma working with children and young people.

Post holder should be able to demonstrate knowledge and experience of working with Looked After Children and Care Leavers, including understanding housing options and suitable accommodation options and transition pathways.

Post holder must have specialist knowledge in respect of housing benefit and welfare rights.

Able to meet the travel requirements of the post.

Enhanced CRB clearance required.

Hold or work towards a level 3 diploma working with children and young people

**Statutory requirements:**

In line with the Together For Children’s Statutory Requirements, all employees should:

Comply with the principles and requirements of the Data Protection Act 1998 in relation to the management of Together For Children Sunderland’s records and information, and respect the privacy of personal information held by Together For Children Sunderland;

Comply with the principles and requirements of the Freedom in Information Act 2000; Comply with Together For Children Sunderland’s information security standards, and requirements for the management and handling of information;

Use Together For Children Sunderland information only for authorised purposes.

Date : April 2019

Author: Sharon Willis



**Person Specification**

**Job Title: Pathways Team Support Worker**

**Role Profile reference:**

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| **Essential Requirements**  |
| **Qualifications:*** Post holder should hold a level 3 diploma in working with children and young people or similar.
 | Application Form Interview |
| **Experience of :*** Post holder should be able to demonstrate knowledge and experience of working with Looked After Children and Care Leavers, including understanding housing options and suitable accommodation options and transition pathways.
 | Application Form Interview |
| **Knowledge and understanding of:*** Post holder must have specialist knowledge in respect of housing benefit and welfare rights.
* The Children Act
* The Leaving Care Act
* The Homelessness Reduction Act
 | Application Form Interview |
| **Ability to:*** Able to effectively use a PC to prepare documents, record information or input data.
* The ability to work outside of normal working hours to meet the needs of the service.
* Meet the travel requirements of the post
* To share information and obtain information from others through excellent written and verbal communication.
 | Application form Interview  |
| Commitment to Equal opportunities  | Interview |

**Author:** Sharon Willis

**Date:** April 2019