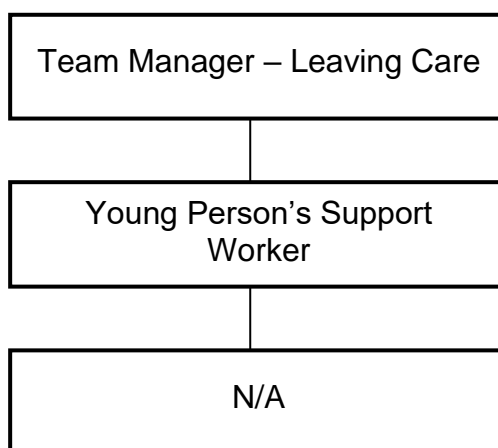




Job Description & Person Specification

Post Title	Young Persons Support Worker				
JE Reference	W440	Grade	C+	SCP Range	16 - 18

Reporting line:



Job Purpose:

To support the looked after children unit to ensure that existing and new services are developed in consultation with young people in care and care leavers. To encourage and support those young people to engage in positive activities. To support the social workers, supervising social workers and personal advisers in the looked after children unit to ensure the needs of young people are met. To assist with the co-ordination of the Looked After Children Council.

Relationships:

Accountable to: Team Manager – Leaving Care

Accountable for: N/A

General Contacts: Looked after children and care leavers; families; carers; social workers; Elected Members; other professionals and agencies.

Key duties and responsibilities:

1. To support the looked after children unit to meet the needs of looked after children and care leavers.
2. Support and contribute to the running of the Looked After Children Council and attend Corporate Parenting Board as necessary.

3. Attend local, regional and national events with young people.
 4. Encourage participation, consultation and involvement to develop services.
 5. To support the Accommodation and Development Officer to develop policies and procedures relevant to the looked after children and leaving care service.
 6. Develop and facilitate group and individual support packages for young people.
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General/Corporate Responsibilities:

1. To undertake such duties as may be commensurate with the seniority of the post
 2. To ensure that the Council's corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures
 3. To partake in the Council's and Directorate's staff training and development policies as well as the Council's system of performance appraisal
 4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner
 5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council's Equality & Diversity Policy.
 6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives
 7. To ensure the highest standards of customer care are met at all times
 8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers
 9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
 10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual's knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.
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Last Updated: October 2014

Author: Sharon McBride

POST TITLE	GRADE
Young Person's Support Worker	C+

NOTE TO APPLICANTS

Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

CRITERIA	NECESSARY REQUIREMENTS		* M.O.A.
	Essential	Desirable	
EXPERIENCE	<ul style="list-style-type: none"> Experience of working with children, young people and families Experience of working across different teams and with other professionals 	<ul style="list-style-type: none"> Previous experience of working with children in care and care leavers. Have an understanding of the issues facing children in care and young people leaving care 	A, I, R
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Excellent communication skills especially with children and young people Confident in working with children, young people, carers, families and professionals Good I.T skills Good numeracy skills Able to keep accurate records Ability to use own initiative 	<ul style="list-style-type: none"> An ability to be creative and develop ideas. 	I, A
EDUCATION/ QUALIFICATIONS/ KNOWLEDGE	<ul style="list-style-type: none"> Qualified to minimum NVQ Level 2 Awareness of children and families legislation 	<ul style="list-style-type: none"> Awareness of legislation relating to young people in care and leaving care 	A, I, C
OTHER REQUIREMENTS	<ul style="list-style-type: none"> Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal 	<ul style="list-style-type: none"> Full driving licence Evidence of own continuous personal and professional development 	A, I, C

	working hours <ul style="list-style-type: none"> • Commitment to own continuous personal and professional development • Strong team player, committed to an ethos of continuous improvement • Positive approach and strong work ethos. 		
COMMITMENT TO EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • Commitment to equal opportunities and the ability to recognise the needs of different service users 	<ul style="list-style-type: none"> • Evidence of having completed training in equality and diversity awareness 	A, I
COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE	<ul style="list-style-type: none"> • Commitment to provide a customer-focussed service 	<ul style="list-style-type: none"> • Evidence of surpassing customer expectations or service targets / goals 	A, I

METHOD OF ASSESSMENT: (*M.O.A.)

A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE
R = REFERENCE