

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
DIRECTORATE:		Children's Services	
SERVICE AREA:		Help & Support	
JOB TITLE		Apprentice (Get Connected) Youth Worker	
REPORTING TO:		Team Manager	
APPRENTICESHIP QUALIFICATION		Youth Support Worker Level 3	
APPRENTICESHIP DURATION:		21 months	
1.	JOB SUMMARY:		
	<ul style="list-style-type: none">• To provide support and assistance to Help & Support workers to deliver and promote interventions at the earliest opportunity.• To support in the delivery of preventative services and ensure positive outcomes are achieved for children and families.• To support in the completion of return to home interviews for children and young people who have been reported to the police as missing.• To support the Team Manager in the planning and delivery of the Early Help tools along with embedding restorative approaches across the workforce.• To work towards completion of the above Apprenticeship Qualification whilst gaining relevant on the job work experience.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1	To contribute to the achievement of Youth Direction objectives including the delivery of key tasks within the Children and Young People's Plan and Youth Justice Plan.	
	2	To support in the planning, leading and evaluation of youth support work, youth programmes and sessions.	
	3	To deliver restorative interventions, encouraging children and families to make a positive contribution in their community, building self-esteem, resilience and confidence.	
	4	To undertake an evaluate direct work with individuals, families and professionals and providing support services to meet the needs of the individual either one to one or in group work.	
	5	To support in the completion of return to home interviews when children and young people have been reported to the police as missing.	
	6	To contribute to the assessment, plan, do, review process including performing key tasks within the plan to achieve positive outcomes.	
	7	To develop working relationships with all agencies to be able to signpost young people and their families to appropriate service and encourage greater community participation.	
	8	To carry out discrete pieces of work on cases held by external Lead Professional and maintain effective record keeping about these activities.	
	9	To participate, in partnership with others, opportunities for young people to develop skills and realise their full potential.	
	10	To participate in the multi-agency approach, and support agreed outcomes from all members of the Team around the Family using the SMART model.	
	11	To work in a variety of settings delivering services in a flexible and accessible manner including evening and weekend work.	
3	GENERAL		
	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		

	<p>post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder</p> <p>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.</p> <p>Shaping a Brighter Future – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.</p> <p>Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development</p> <p>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</p> <p>Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.</p> <p>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.</p> <p>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.</p>		
	Name	Signature	Date
Job Description written by (Manager)
Job Description agreed by (Apprentice)

Job Description dated May 2021

PERSON SPECIFICATION

Job Title	Apprentice (Get Connected) Youth Worker	
Directorate / Service Area	Children's Services	Help & Support – Youth Direction

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<p>GCSE A-C/4-9 or Level 2 Maths GCSE A-C/4-9 or Level 2 English</p> <p>PLEASE NOTE: You must not hold an existing qualification at the same or higher level as this apprenticeship or in a similar subject</p>	5 GCSEs Grade C (Level 4) or above to include functional skills English & Maths Level 2 / GCSE Grade C (level 4) or above	Application form / Certificates
Experience	<p>Working as part of a team</p> <p>Experience of managing and prioritising workloads</p> <p>Experience of report writing (this could be in an educational setting)</p>	<p>Experience of working with schools, early years providers, social care, health and other key partners</p> <p>Relevant and recent Voluntary / personal / work experience in a children's social care setting</p> <p>Experience of working in an office environment</p>	Application / Interview / References
Knowledge & Skills	<p>Excellent communication & interpersonal skills</p> <ul style="list-style-type: none"> ability to communicate openly, honestly and accurately listening skills applying professional curiosity to understand and assess information to provide advice and support <p>IT Skills in Microsoft Office inc. word and excel</p>	Knowledge of how key agencies work together in supporting individuals and families	Application / Interview / References

	<p>Good organisational skills and the ability to work to deadlines</p> <p>To be articulate and be able to converse confidently in a pleasant and professional manner</p> <p>To be numerate and can record, copy and transfer information clearly and accurately</p>		
Specific behaviours relevant to the post	<p>Demonstrate the Council's behaviours which underpin the Culture Statement</p> <p>Committed to own personal development</p> <p>Flexible approach to work</p> <p>The ability to solve problems logically</p> <p>Self-motivated and the ability to work to tight deadlines</p> <p>High personal standards and self-discipline</p> <p>Compassion, Dignity & Respect for others</p> <p>Resilience</p>		Application / Interview / References
Other requirements	<p>Due to the frequent need for travel across and at times outside the Borough the need to travel independently is a requirement of this post</p> <p>Subject to an enhanced DBS check</p>		Application / DBS

Person Specification dated 27 May 2021