

## JOB DESCRIPTION

### Youth Support Worker

<b>Pay Range</b>	£24,397 - £26,649 per annum, pro rata, dependent on experience	<b>Service Area</b>	Young Peoples Supported Accommodation (YPSA)
<b>Line Manager</b>	Team Manager	<b>Location</b>	Across Oxfordshire, office in Wolvercote.
<b>Working Hours</b>	Full time 37.5 hours per week (Part time considered)	<b>Contract</b>	Permanent

### JOB PURPOSE

#### **Our Mission**

Our team of staff members and volunteers work alongside people to overcome life's challenges. Why? To work towards our ultimate goal of solving homelessness and achieving independence. We recognise that every human being encounters challenges in life and we're here to support anyone who finds themselves in a time of difficulty, either through directly offering our support, or helping them to find the right support elsewhere

#### **Purpose of the post**

To provide advice, assistance and support to young people aged 16 – 24 years old. To support with their practical, and emotional needs increasing independent living skills. To act as an appropriate role model and to work closely with them to enable them to address their difficulties and achieve their optimum potential.

### RESPONSIBILITIES

#### **In relation to the clients:**

- To maintain a high quality of support which meets the physical, emotional, intellectual, social, and cultural needs of young people.
- To provide a caring, supportive, and nurturing environment in which young people can feel secure and free from harm.
- Establishing positive relationships with young people and always offering them unconditional and positive regard.
- Helping young people gain self-control by challenging unacceptable behaviour and rewarding acceptable, pro-social conduct.

- Ensuring that each young person's support plan is followed and amended as appropriate to reflect their changing needs.
- Provide training in Independent Living Skills to enable independent living (budgeting, finding employment, cooking, cleaning, basic general maintenance around the home etc.).
- To act as a key worker or co-worker for a young person to ensure that their support plans are up to date and that their needs are being met. To provide a positive role model to be able to offer advice, guidance, and assistance where appropriate.
- Establishing relationships which young people perceive to be positive, warm, and rewarding.
- Providing advice, assistance, and support on a 1:1 basis to enable young people to address past and present difficulties.
- Providing emotional support at times of difficulty or stress.
- Being ambitious for young people, helping them achieve their goals and optimise their potential.
- Providing support for young people in their education and extracurricular activities.
- Keeping accurate records and providing written reports on young people for planning meetings, reviews or any other meetings as directed by the line manager.
- Empowering young people and facilitating their active involvement in the decision making about their lives and future.
- Acting as an advocate at meetings where the young person is the subject of discussion.
- Encouraging the young person to develop links with the community, attend off-site activities and expand their personal social network.
- Maintaining confidentiality whilst also meeting the Sharing Information protocols in regard to safeguarding.
- Attending meetings and contributing to them.
- Provide support to clients in other areas on occasion.

**In relation to the team.**

- Being aware of the aims and objectives of the service and working collaboratively with colleagues to achieve them.
- Attending team/ staff meetings and making a positive contribution to them.
- Actively contributing to the development of the team.
- Receiving and storing information to improve communication.
- Being willing to give and receive feedback on performance with colleagues and managers.

- Being aware of support plans for all young people and providing support for colleagues by maintaining consistency in the execution of those plans.
- Providing informal practical and emotional support to colleagues experiencing difficulties.
- Attending and contributing to regular supervision sessions.
- Monitoring the conduct of colleagues and referring on any causes for concern (Whistleblowing).
- Being familiar with all policies and procedures and adhering to them.

### **In relation to other agencies**

- To represent Connection Support and its values with all stakeholders.
- Develop and maintain professional relationships with voluntary and statutory agencies, promoting co-working strategies when appropriate.
- To keep updated on legislation and policy change relevant to your role. (e.g., housing, welfare rights, mental health, drug use and offending behaviour).

### **In relation to policy and administration**

- To keep casework records up to date to meet contractual and legal obligations, and to enable Connection Support to monitor and assess its efficiency and effectiveness.
- To carry out all necessary administration in relation to case work, or the role.
- To work within Connection Support policies and procedures at all times.
- Promote and uphold Connection Support Equality, Diversity, Equity and Inclusion policy at all times.
- Support the team and organisation within reason, with any additional duties.
- Responsibility for the accurate maintenance of financial records appropriate to the duties of the post.

### **Additional Information:**

- Working hours are mainly covered between Monday – Friday 9am – 5pm, however flexibility may be required to support people to events, or appointments.
- You will be required to support the on-call rota for a week at a time, providing out of hours support of which training will be provided, and paid in addition to the annual salary. In accordance

with the guidelines on Health and Safety, to accept responsibility for working within these guidelines and reporting any concerns to the Manager.

- To undertake such other duties appropriate to the grade of the post and the needs of the service such as decorating, cleaning and gardening in order to develop and maintain service delivery.

Access to a vehicle is essential as you are supporting people across Oxfordshire. A willingness to driver client personal vehicles would be preferable, but not essential.

## REHABILITATION OF OFFENDERS ACT

**Connection Support is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

This post involves working with vulnerable children, young people or adults, therefore is exempt from the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions, which for other purposes are 'spent' under the provision of the Act.

We are committed to carefully screening all applicants who will work with young people and adults with support needs. Employment checks and references will be undertaken on all prospective applicants, as well as a Disclosure & Barring Service check.

## SAFEGUARDING STATEMENT

### **Employee**

Carry out all duties with an awareness and understanding of the Safeguarding requirements within the area of responsibility. Work complies with all safeguarding policies and procedures that apply to the role. Behaviours and actions support the safeguarding of children, young people or adults with care and support needs as appropriate.

### **Manager**

Ensure the necessary standards relating to safeguarding best practices/protocols are effectively communicated, monitored and maintained within the area of responsibility. Manage and update the standards as appropriate to the role. Safeguarding standards are monitored and maintained in compliance with organisational policy. Appropriate safeguarding training is provided, and standards are reviewed and updated as required.

### **Senior Managers**

Ensure organisational safeguarding strategies reflect statutory requirements and best practice, and that these are understood and implemented within the area of responsibility. Ensure there is a proactive and positive Safeguarding Culture. Ensure the organisation meets its statutory Safeguarding requirements and that strategic risks are effectively managed.

