



Young People and Children First
7 Venture West,
Greenham Business Park,
Thatcham, Berkshire RG19 6HX

Job description and Person Specification for Young Person's Support Worker

Job Title: Young Person's Support Worker

Reports to: Housing and Support Services Manager

Working Hours: 15 – 20 hours per week – up to 5 days per week based on a 7-day rota. You will need to be flexible to respond to the needs of the organisation, including participating in occasional “sleep overs” and attend evening meetings/events as required.

Location: Our office is located at Greenham Business Park and our houses are in Thatcham. Flexibility on travel within Berkshire and surrounding areas will be expected.

Job brief

The Young Persons Support Worker will provide support to care leavers and other vulnerable young people. The support worker will be sensitive to their individual needs.

The post holder will spend the majority of their time each week working directly with young people and will be required at times to provide out-of-hours cover and support on a rota basis.

The support worker will:

- Ensure all young people are appropriately supported to promote their personal growth and independent living skills.
- Work with the young people to develop individual support plans to identify their aspirations and goals and to ensure that each young person's specific and specialised needs are properly met.
- Give practical support and ongoing emotional and psychological support to help them achieve their ambitions.
- Work alongside other staff to ensure the house is a safe and pleasant place to live in and promote a cooperative shared living atmosphere in the house.



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Job description

Principle Responsibilities

- Work with the other members of the team and young people to develop a structured programme of support based upon the young person's individual needs and focused on developing their self-reliance and maximising their potential including:
- Support young people to develop financial management skills with the aim of becoming self-supporting.
- Empowering young people to build their confidence and develop social skills and the necessary personal skill to live independently.
- Help residents with job searches, identifying college courses etc. according to their needs and ensure they develop the skills necessary to access employment/education opportunities and volunteer work.
- Reminding residents of their commitments and helping to ensure all appointments are kept.
- Promote safe consistent and understandable boundaries with young people.
- Promote inclusion and diversity by respecting individuals' rights in relation to their gender, age, disability, sexual orientation, race, religion or other life choice or circumstance.
- Organise regular volunteer activity/tutor sessions for young people.
- Liaise with key people in the young person's life e.g. social worker, college tutor, line-managers etc. on behalf of the young people – adhering to the organisation's confidentiality policy.
- Ensure any safeguarding issues are raised immediately with the Housing and Support Services Manager/CEO/ Designated Safeguarding Trustee.
- Ensure quarterly reviews of young person's progress are undertaken through their individual support plans and outcome star and signed off by the Housing Support Manager.
- Complete all relevant documentation and reports in full and in a timely manner ensuring copies are filed accurately.
- Assist the organisation as required e.g. preparing for and attending fund-raising events.



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Volunteers

- Develop a good working relationship with volunteers and support the Housing and Support Services Manager in building and maintaining volunteer workforce.
- Respect volunteers recognising their time and skills offered are free.
- Use volunteers as much as possible to provide the maximum of support to the young people.

Housing Management

- Undertake regular Health and Safety check of the property as requested by the Housing and Support Services Manager
- Ensure all breakages and damages are reported to the Housing and Support Services Manager as soon as identified.
- Ensure all residents comply with the terms of the licence agreement and house rules and issues are reported to the Housing and Support Services Manager in the first instance/CEO/.
- Deal immediately with any dangerous situations by calling emergency services (including police. Notifying the Housing Support Services Manager/CEO/ ensuring records are maintained.

Administration:

- Ensuring all appropriate records relating to young people and staff are kept up to date in the agreed format and are securely managed and filed.
- Ensuring all policies and procedures are followed and nationally recognised quality and care standards are implemented.

General: All staff are required to:

- Uphold the organisation's policies and procedures and statutory requirements, ensuring effective implementation in all aspects of their work.
- Be proactive, bring ideas, suggestions and contribute to business improvement.
- Undertake training as required;
- Attend staff and team meetings as required;
- Observe health and safety procedures in the workplace to ensure personal safety and to safeguard the interests and safety of all using/working/visiting the organisation.
- Undertake other duties and responsibilities as appropriate since all staff are expected to work flexibly within their skills level to respond to changing priorities and make sure the needs of the young people and business objectives are met.



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Person Specification

Essential

- **Minimum of 1 years' experience working with young people**
- Ability to understand the needs of vulnerable young people
- To understand professional boundaries and be able to maintain a professional distance at all time
- Understanding of equal opportunities and anti-discriminatory practice
- Experience of using office IT and able to write clear, accurate reports and records
- Driving Licence and use of vehicle (with business insurance) (Business mileage paid)
- An enhanced DBS check will be required.
- Eligible to live and work in the UK.

Desirable

- A recognised relevant qualification (e.g. in social work or youth work)
- Experience of working in a residential setting
- Knowledge and understanding of support issues for vulnerable adults and care leavers, including people with behavioural difficulties, and of relevant legislation and issues
- Effective listening and communication skills
- Ability to use initiative and to prioritise and manage workload

Pay and conditions

Salary: £10 - £11 per hour. Additional payments for occasional "sleep overs" at our properties.

HOLIDAYS: Currently, 20 days per annum – rising to 22 days after 2 years' continuous service, plus 8 bank holidays (based on 40 hours working week). Holidays and Bank Holidays are pro rata for part time hours.

The duties and responsibilities outlined in this job description are liable to change to meet the needs of the business. The Chief Executive Officer will discuss and agree any significant changes that may arise.