

**JOB DESCRIPTION**

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| **Post Title**: Reach Out Project Worker | | | |
| **Department**: Children, Young People & Culture | | **Post No**: | |
| **Division/Section**: Social Care & Safeguarding | | **Post Grade**: Grade 8 | |
| **Location**: Reach Out Project | | **Post Hours**: 37 | |
| **Special Conditions of Service**:  The role will be subject to a 7 day rota to cover service requirements  The role will include sleeping nights within the Reach Out Project  The role will include regular work outside normal office hours including evenings and weekends | | | |
| **Purpose and Objectives of Post:**  To provide nurturing care and guidance to children and young people staying in the establishment  To encourage and support parents/carers to relate more successfully with their children and young people through the delivery of an outreach service with a specific focus on asset based interventions.  To work in partnership with parents/carers in order to promote healthy relationships and family stability with complex families | | | |
| **Accountable to: Strategic Lead** | | | |
| **Immediately Responsible to: Reach Out Registered Manager** | | | |
| **Immediately Responsible for: N/A** | | | |
| **Relationships: (Internal and External)**  Internal  With other Children, Young People & Culture Services staff  External  With those children and their families who are in receipt of services  With staff in other sections/departments of the Local Authority as appropriate  With Health Authority personnel, including health visitors, school nurses and GP’s  With staff in relevant statutory and voluntary organisations  With members of the Council, members of the public and the local community  With foster carers and residential staff | | | |
| **Control of Resources:**  To work within controlled budgets  To adhere to health and safety policies in relation to self and others  Petty Cash | | | |
| **Duties/Responsibilities:**   1. **To provide practical and emotional support to children, their families and carers in accordance with their care plans by:**  * To implement agreed programmes of work with children, young people, carers and their families * To work alongside other professionals in delivering a quality service to children and families and carers. * To work alongside other professionals to devise workable strategies for managing behaviours * Working with parents/carers to equip them with the necessary skills to promote the development and well being of children and young people * Organising and delivering group work * To develop children and young people’s social opportunities and age appropriate skills. * To advocate with and on behalf of the children, young people and their families * To strive constantly to empower young people to reach their full potential while respecting and enhancing their individual rights and needs. * To be responsible for meeting the needs and ensuring the welfare of young people staying at the Project overnight. * Administer first aid and medication as required. * Transport or accompany young people and families to facilitate access to the Project.  1. **To act as Key Worker in line with Departmental policies and procedures by:**  * To act as the main point of contact for indentified young people, developing trusting and meaningful supportive professional relationships. * To work within the local authority’s safeguarding, child in need, LAC and Early Help policies and procedures to safeguard and promote the welfare of children * To participate within inter-agency planning meetings, conferences and reviews; promoting the involvement of children, young people and families within these * To provide relevant reports for the above meetings * To maintain accurate records as determined by departmental procedures and establishment practices in line with the Childrens homes regulations 2015 and the nine quality standards * To work on own initiative as well as part of a team.  1. **General**  * To ensure the house is maintained to an Outstanding standard and involve the children and young people in the running of the home, commensurate with their age and ability. * To take responsibility for meeting the day to day needs of the children and young people accessing Respite through short term breaks, including preparation of meals and undertaking general housekeeping / laundry in the property. * To contribute to the evaluation and development of the services provided by the project * To receive professional supervision and guidance and play an active part in promoting one’s own development * To undertake training and development opportunities relevant to the job * To raise awareness and provide information in the community of the services available to children and their families * As a employee of Bury Council you will have a responsibility to work towards and exhibit the Bury behaviours and strive to raise standards though reflection and development in line with these behaviours. * As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm. * Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect. * The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies. | | | |
| Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. | | | |
| **Job Description prepared by:** | **Sign:** | | **Date:** |
| **Agreed correct by Postholder:** | **Sign:** | | **Date:** |
| **Agreed correct by Supervisor/Manager:** | **Sign:** | | **Date:** |



**DEPARTMENT FOR CHILDREN, YOUNG PEOPLE & CULTURE**

**Reach Out Project Support Worker**

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| **CORE BEHAVIOURS FOR THE POST (Please tick those relevant)** | | | |
| Commercial Thinking & Analysis |  | Planning | 🗸 |
| Customer Service | 🗸 | Developing Self & Others | 🗸 |
| Delivering Results | 🗸 | Teams, Networking & Partnerships | 🗸 |
| Values, Ethics & Diversity | 🗸 | Adapting to Change | 🗸 |
| Delivering a Quality Service(Continuous Improvement) | 🗸 |  |  |

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| **Person Specification** | **ESSENTIAL** | **DESIRABLE** |
| At least 21 years of age in line with National Minimum Care Standards. |  |  |
| Ability to perform a physical intervention to help safeguard young people. |  |  |
| Level 3 Qualification in a relevant professional field (e.g. Social Work, Youth Work, Childcare, Counselling etc.) |  | 🗸 |
| Commitment to personal and professional development | 🗸 |  |
| Experience of working with children and young people and families | 🗸 |  |
| Experience of working with young people who may display challenging behaviour, maintaining boundaries and applying a consistent approach |  | 🗸 |
| Experience of working effectively in partnership with other agencies | 🗸 |  |
| Experience of planning and implementing programs of agreed intervention with children, young people and their families | 🗸 |  |
| Ability to analyse problems and think things through |  |  |
| Ability to observe and record young people’s behaviour in a clear concise fashion |  |  |
| Ability to work with other team members and other colleagues in a collaborative, supportive way. |  |  |
| Knowledge of Child Development (particularly adolescents) | 🗸 |  |
| Knowledge and understanding of the differing permanence arrangements experienced by children and young people. |  | 🗸 |
| Knowledge and understanding of good practice when safeguarding children and young people. | 🗸 |  |
| Ability to use ICT to record and maintain accurate and timely case records and provide reports as required | 🗸 |  |
| Excellent communication skills, including the ability to negotiate and deal with complex and sensitive subject matter with families and colleagues. | 🗸 |  |
| Ability and willingness to travel around the Bury area | 🗸 |  |
| Ability and willingness to promote and prepare a range of healthy meals and undertake general housekeeping duties. | 🗸 |  |
| Willingness to sleep in as and when required. |  |  |

**CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS**

**The short-listing criteria listed plus the following:**

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| **ASSESSMENT**  **METHOD** | **CRITERIA** |
| Interview / Assessment | Basic literacy & numeracy skills |
| Interview / Assessment | Enthusiastic, reliable and honest, with a level of maturity and skills and interests which can be utilised to engage with young people |
| Interview / Assessment | Ability to negotiate and delegate chores, age appropriately with children and young people, to promote their independence and respect |
| Interview / Assessment | Ability to work in an organised, systematic and flexible manner to meet the needs of young people and their families |
| Interview / Assessment | Ability to think creatively, innovate and solve problems. |
| Interview / Assessment | Ability to undertake duties with respect and sensitivity, and without prejudice. |
| Enhanced DBS Check | Satisfactory enhanced disclosure under the Disclosure and Barring Scheme |

The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.

Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.

As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.

As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues