

## **Job Description – Maternity Cover - Youth Support Worker**

**Area** – Worcestershire

**Location** – The Basement Project, Hanover House, 1 Hanover Street, Bromsgrove B61 7JH

**Grade** – Based on our current pay rates and post holder's experience

**Hours** – 25hrs per week. Monday to Friday and occasional Wednesday early evening 5-7.  
Flexible to meet the needs of the organisation

### **Aims of the Post**

- To support young people who are within the age range of the Basement's stated objectives who are potentially homeless, actually homeless, in crisis or who have recently gained a tenancy by offering services such as:
  - Providing crisis and emergency intervention
  - Information and guidance
  - Emotional support and guidance
  - Life Skills training
  - Practical support and resources
  - Advocacy
- The post holder will work closely with colleagues within the organisation and from other voluntary and statutory groups in the area in the delivery of the service.
- To promote the Basement Project in a professional manner.

**Responsible to** – the Directors through the Chief Executive Officer who will also provide Line Management and Supervision.

### **DUTIES OF YOUTH SUPPORT WORKER**

1. To work within the policies and procedures of the organisation.
2. To maintain personal and professional development to meet the changing demands of the job.
3. To work directly with young homeless and potentially homeless persons including those who may already have a tenancy agreement, and young people in crisis.
4. To be responsible for safeguarding and promoting welfare and to share in the responsibility for the health and safety of themselves, other staff, volunteers and clients.
5. To undertake full client assessments (when appropriate) and keep all client notes and records up to date.
6. To agree an appropriate support plan with each service user and to assist the service user in meeting the agreed objectives to include advocating on behalf of the client.
7. To accompany and support young people attending appointments which may include court appearances.
8. To engage and encourage the young people to gain independent living skills.
9. To develop and deliver courses relevant to the identified needs of the young person.
10. To promote the development of the service according to the needs of young people and to be involved in outside promotion; this may include such things as local events, talks etc, use of social media and fundraising.
11. To involve the young people in the service development of the organisation.
12. To keep accurate statistical records and provide written reports to their line manager and other organisations.
13. To perform appropriate administrative tasks and ensure leaflets and literature is available.

14. To liaise and work closely with a wide range of agencies which may include attending child in need and child protection case conferences.
15. To assist in all aspects of recruitment, training and mentoring of volunteers as required.
16. To monitor and evaluate the work of the project on an ongoing basis.
17. To provide an initial assessment of young people's needs and refer on as appropriate.
18. To assist with receiving donations and the maintenance of the food bank.
19. To attend and actively participate in relevant team and professional meetings.
20. To be fully aware of racial, cultural and religious issues and anti-oppressive practice.
21. To support young people in pursuing appropriate education, employment and training and to promote social inclusion.
22. To participate in staff training and development.
23. To undertake any other duties as required by the Basement Project.

The duties of the post holder must be carried out in a manner that promotes equality of opportunity; dignity and respect for all colleagues and service users and is consistent with the organisation's equal opportunities and diversity policy.

*The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.*

## **PERSON SPECIFICATION**

### **Essential**

1. An understanding of working in the Voluntary and Not-for-Profit Sector.
2. An appropriate Youth and Community qualification and/or experience of working with young people.
3. Flexibility of hours of work to include evenings and occasional weekends.
4. Be self-motivated and able to work and act on own initiative.
5. An understanding of the issues facing young people and an ability to relate to young people.
6. Understanding of confidentiality.
7. Working knowledge of safeguarding policies and procedures.
8. Knowledge of welfare benefits.
9. Suitability to work with children, young people and vulnerable adults (enhanced DBS check).
10. Ability to engage, communicate and work effectively with staff from other agencies.
11. Appropriate I.T. skills.
12. Ability to work independently as well as part of a team.
13. Ability to manage workload, time and work under pressure.
14. Ability to advocate and mediate on behalf of young people.
15. Ability to communicate at all levels in both a verbal and written form.
16. Ability to motivate and support disaffected young people to move forward.
17. Ability to analyse and reflect on their own practice, to be accountable for their own behaviour and the consequences of their own actions.
18. Willingness to participate in appropriate training.
19. Ability to travel within Worcestershire and the surrounding area.
20. Current driving licence and use of own vehicle.

### **Desirable**

1. Experience of working with the homeless
2. Experience of working in the voluntary sector
3. Knowledge of different support frameworks, e.g. Early Help Assessments
4. Experience of delivering training sessions
5. Experience of crisis intervention
6. First Aid qualification