

Job Description

Splash Youth Support Worker

Job Title:	Splash Youth Support Worker
Salary:	Community First Pay Scale 420
Hours:	36.5 hrs per week, including regular evening, school holiday and weekend work.
Location:	Office base in Devizes. Outreach 1:1 and group work sessions carried out county wide.
Supervisor:	Service Development and Splash Manager

Job Purpose

Provide a range of holistic 1:1 and group work support, for young people facing challenges in their lives including young victims of crime, young people who are in care, young people with special educational needs & young carers aged from 5 to 18 years. Enabling them to tackle the challenges that they are facing, increase their confidence, skills, mental health and wellbeing.

Main Responsibilities

1. Process referrals into our service, in line with all requirements in a timely fashion.
2. Manage a case load of young people who are referred into our service and advocate on behalf of them and their families.
3. Carry out needs assessments with young people, working with them to create and review individual support plans, which enable them to address through service provision the challenges they are facing.
4. Organise and deliver a range of 1:1 support including coaching and mentoring, which engages and supports young people to effectively tackle and overcome challenges in their lives.
5. Organise and deliver a range of remote and face to face group work sessions, which enable young people to develop their skills and support networks.
6. Provide Youth Worker support on a range of group work activities and accredited courses. Manage groups of young people and be responsible for their care while participating in our service offer, including residential

projects.

7. Maintain a comprehensive knowledge of external provision within the county in order to provide information, advice and guidance, transition support and access to other services and agencies when appropriate for young people and families and as a positive exit strategy from our provision.
8. Organise and provide transport for young people to and from activities and 1:1 support sessions as required.
9. Support our young people's Voice and project working groups and the ongoing development of Peer Mentors, Young Listeners and Ambassadors.
10. Provide information, advice and guidance and transition support, advocacy and access to other services and agencies when appropriate for young people, families and referral agencies.
11. Foster a young person-centred approach at all times, ensuring there is no discrimination or bullying.
12. Provide assistance in meeting all administrative responsibilities within the post holder's area of work, including the accurate maintenance of case files our MIS 'Views' and computer databases.
13. Support risk assessment of all activities using the appropriate forms and processes and ensure the safety of young people whilst on activities.
14. Adhere to all organisational policies including Health and Safety, Home Visits, Lone Working, Safeguarding and Data Protection.
15. Maintain existing and establish new local and strategic partnerships which support the development of services for young people, increasing the reach of our overall work.
16. Maintain provider relationships and develop strong partnerships to generate referrals, funding, and new activity.
17. Support the delivery of accredited non formal learning programmes for young people, including, where appropriate, tutoring sessions and 1:1 key work support
18. Involve young people, families, referral and delivery partners in formative evaluation and support the preparation of funding applications to Trusts, statutory organisations and national funding streams.
19. Provide statistical information and input into reports and impact evaluations.

General Duties

The post-holder will contribute to achieving the overall mission of Community First.

- Budget holders assume financial responsibility for own operational budget. Non budget holders ensure expenditure is necessary and within budget constraints.
- Participate in the team working approach of Community First.
- Take responsibility for her / his own development, inform the line manager of any development needs and take part in agreed development activities.
- Work within the agreed policies and procedures of Community First.
- Carry out such other general duties as shall be determined by the Chief Executive. Support other members of staff as required by the workload and by absences due to leave, sickness etc.
- Ensure that office security is maintained, data protection is adhered to and confidences are not breached.
- Promote an alert approach to Health and Safety at Work matters and maintain compliance with the terms of the Hopton Fire Certificate.

Community First is committed to Safe Recruitment and Equal Opportunities and the post holder is expected to be familiar with the Dignity at Work Policy and to complete his or her duties in a manner consistent with this policy.

This job description does not form part of the contract of employment but indicates how the contract should be performed. The job description will be subject to review and amendment in the light of experience and in consultation with the post holder as part of the annual appraisal process. The responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

This role is subject to an Enhanced DBS along with relevant background checks, references, probation period and completion of mandatory training requirements.