Targeted Youth Support Worker

Full Time, Permanent

*Job Ref: CHC0252*

**Booklet Contents:**
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www.reading.gov.uk
Job Description

**Job Title**  Targeted Youth Support Worker

**Location**  Various locations

**Grade/Salary Range**  RG5m (scp 28-34) from £24,964 up to £30,153 p/a

**Service/Directorate**  Early Help
Directorate of Children, Education and Early Help

**Job Purpose**

1. To work as part of a targeted youth support team providing services for young people aged 13-19 (up to 25 years for those with LDD) in target groups e.g. YP who are NEET, displaying poor behaviour and exclusions from school etc.

2. To work with and support a caseload of young people to achieve positive outcomes and ensure they:
   - a. Achieve their full potential including engagement in education, employment or training
   - b. Develop good decision making skills in relation to emotional well-being and health, personal and social development;
   - c. Are able to be active citizens in their communities

3. To initiate, develop and deliver high quality targeted youth work sessions that provides personal and social development opportunities for identified young people.

4. To ensure the voice of the young person is heard and directly influences the design and delivery of services.

**Main Duties and Responsibilities**

1. To assess and deliver targeted support to young people and deliver evidence based interventions including one to one and small group work.

2. To adopt a Key worker approach in order to develop and deliver outcome focussed plans:
   - a. Organising, chairing and/or attending multi agency and Team Around the Child/Family meeting relating to young people at appropriate points
   - b. Ensuring action plans are clear, time-bounded and outcome focussed
   - c. Review actions plans regularly with the family, young people and professionals
3. To work with a caseload of young people who exhibit a range of challenges and who may resist engagement - there may be a requirement to work intensively over a period of time with some young people.

4. To be responsible for the development, planning, delivery and evaluation of high quality youth work programmes that provide personal and social development opportunities for targeted young people.

5. Ensure that the voice and views of the young person, are sought, heard and represented appropriately and evidenced throughout the work.

6. To be outcome focussed - ensure that assessments and plans demonstrate the long, medium and short term outcomes that the family and team around the child look to achieve.

7. Liaise effectively and work with universal, targeted and statutory services and partners where appropriate e.g. schools, colleges, YOS, CSC, Elevate and specialist youth workers.

8. To review progress of the young people as and when appropriate - to be able to confidently assess when to signpost for safeguarding or specialist services and when to step down interventions.

9. Maintain a range of strategies and resources to effectively engage children, families, partners and communities.

10. Maintain accurate, comprehensive and up to date records of work undertaken with the young person i.e. case notes, chronologies, assessments, reviews and closure documents. To record on case files and furthermore on data systems e.g. Mosaic or liquid logic.

11. Undertake Health & Safety tasks and requirements in both groups, activities, trips and 1-1 settings e.g. risk assessments.

12. To contribute to performance and quality assurance data in an accurate and timely manner.

13. To undertake Missing Children interviews in a timely manner and to a good quality standard in order to identify risk and interventions required.

14. To work in partnership with colleagues across the Council, health, schools, police and other services in order to overcome barriers and achieve the best outcomes for young people and their families.

15. To participate in supervision on a regular basis to ensure appropriate management oversight and to escalate issues of concern for management review and decision making as required.

16. A commitment to inclusive practice & confidence to embed anti discriminatory practice into daily work.

17. To ensure practice is in accordance with legislation and the council’s policies and procedures with particular reference to Health and Safety, Child Protection and Safeguarding Children.
18. To undertake evening and some weekend work in accordance with service requirements

**Staff Management**

1. To provide line management and leadership for part time staff.

2. To ensure the effective recruitment, selection and induction of part time staff in accordance with the Recruitment and Selection policies of RBC.

**Gateway criteria - above plus**

1. To undertake activities with groups of targeted young people e.g. group work, activities, trips, residential etc.

2. To work with vulnerable young people undertaking evidence based interventions

3. To lead on a particular area of work e.g. Teenage pregnancy, LDD, young carers, LAC etc.

**Special/Other Requirements/Responsibilities of this Post**

**Level of DBS check required for this post** Enhanced with a check of the barring lists

<table>
<thead>
<tr>
<th>If *, does the post require a check against the list of people barred from working with vulnerable adults?</th>
<th>YES</th>
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<tbody>
<tr>
<td>If *, does the post require a check against the list of people barred from working with children?</td>
<td>YES</td>
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<tr>
<td>What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks)</td>
<td>N/A</td>
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<tr>
<td>Is this post “politically restricted”?</td>
<td>NO</td>
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<tr>
<td>Responsibility for Health &amp; Safety:</td>
<td>LEVEL 2</td>
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<tr>
<td>Please specify responsibility for implementing the Council’s risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and monitored to mitigate risks identified</td>
<td>N/A</td>
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<tr>
<td>Please specify any other Statutory Duties and/or responsibilities of this post not already covered in the “Main Duties &amp; Responsibilities” above</td>
<td>N/A</td>
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Person Specification

Qualifications/Education/Training

1. A qualification in Youth Work equivalent to NVQ Level 4 or other relevant professional qualification or a good standard of education - to NVQ L4 or equivalent

2. Knowledge and understanding of the issues affecting young people in need of Level 2 and above support services

3. Knowledge and understanding of protective and risk factors that may impact on young people and some of the interventions that support that young people’s achievement of positive outcomes.

Experience

1. Experience of working with young people aged 13-19 years, particularly young people who are vulnerable

2. Experience of working with families / parents/carers

3. Experience of working in a multi-agency environment

4. Experience of working as a Key Worker/Lead Professional

5. Experience of sharing information appropriately and sound understanding of data protection/confidentiality

6. Experience of working within a safeguarding environment with families with additional needs

Skills, Abilities & Competencies

1. Ability to effectively manage a caseload of young people.

2. Experience in assessing young people’s needs, developing plans, identifying goals and outcomes and working with young people to achieve these.

3. Ability to plan and deliver evidenced based interventions and programmes in order to meet identified needs.

4. Ability to relate to and engage vulnerable young people and families including being tenacious and persistent with those who are reluctant to engage with services.

5. Ability to use IT such as word and outlook, as well as case recording databases e.g. MOSAIC

6. Ability to innovate & be creative in finding solutions to unique family challenges

7. Excellent communication skills - written & verbal including excellent listening and support skills. This includes an understanding of non-verbal communication.
8. Ability to work under pressure and maintain a calm and professional approach in difficult situations such as dealing with challenging behaviour.

9. Ability to analyse and reflect on own professional practice.

10. Ability to apply Health & Safety and safeguarding in a youth work setting and in all practice with young people.

11. Ability to contribute as a constructive member of a team.

12. Ability to be self-motivated with good time management and organisational skills.

13. Ability to work across team/agency & multi-disciplinary boundaries.

14. Ability to ensure that the principles of inclusion, equality and diversity are integral to programme development and delivery.

15. A commitment to continuous professional development.

**Specific Working Requirements**

1. Commitment to evening, weekend and some residential work, and to attend meetings and work at various locations within the Borough.
Background Information

Reading Borough Council is a progressive and successful unitary local authority in Reading, a large town in the heart of Berkshire, England and also part of the Thames Valley, providing a wide range of quality services to a multi-cultural local community. The population of the borough is growing with now over 150,000 inhabitants, and around 5,000 Reading Borough Council staff in service. We care about the people who live in Reading and about those who work for us.

Historically an imperative town in the medieval period, Reading has royal connections through Reading Abbey, founded in 1121 by King Henry I of England who is now buried there. Modern day Reading is a large commercial centre, with the award winning Oracle shopping centre located a short walk from the Council’s Civic Offices on Bridge Street. Reading is also the home of Reading Football Club who have had numerous spells in the English Premier League, as well as the University of Reading, and Reading Festival, one of England’s biggest music festivals.

Please see our Living & Working in Reading Guide for more details.

Please also take a look at Reading:UK Magazine which is a publication highlighting the regeneration progress and future investment opportunities across Reading. The magazine is accompanied by a website and quarterly email news bulletin service.
Terms & Conditions of Work

Below is a summary of our typical Statement of Main Terms & Conditions of Employment.

Please note: this may differ depending on the post.

Probation

- New employees subject to a six month probation period;
- Targets set to establish suitability for the post.

Salary

- Stated in your offer of employment;
- Paid monthly in arrears on the 25th of the month;
- Pay progression is subject to annual performance assessments;
- Progression increments awarded on 1st April.

Working Hours

- Normal working hours are 37 per week;
- Flexi-time scheme applies where appropriate.

Annual Leave

- 24 days plus bank holidays;
- Additional annual leave entitlements at service anniversaries;
- Leave year runs from 1st April to 31st March;
- Pro-rata entitlements for part-time staff.

Pension

- Automatic admission to a pension scheme;
- Option to opt out;
- Contribution rate dependant on salary level.
Making Your Application

How to Apply

To conform to our equal opportunities policy, please fill out either an application form using our recruitment website, or one of our application forms by hand. Use of our standard form ensures we give all candidates fair treatment. For this reason, we do not accept CVs as a form of application.

Our recruitment website can be found at [www.reading.gov.uk/jobsearch](http://www.reading.gov.uk/jobsearch) where you will be able to access this vacancy.

Supporting Statement

At application stage, the shortlisting panel will use the criteria from the [person specification](http://example.com) to select candidates for interview. Thus it is crucial you demonstrate your skills, abilities, knowledge and experience against both the [person specification](http://example.com) and the [job description](http://example.com).

Qualifications

If you are shortlisted for interview, you are asked to ensure that you bring with you to interview any original relevant certificates of qualification, copies of which will be taken.

References

No offer of employment will be made without the receipt of two satisfactory references. Please see the application form for further guidance.

Pre-Employment Checks

For posts with access to vulnerable groups, successful applicants may be required to undergo pre-employment checks which can include a criminal record check and a check of client records. The level of criminal record check required is stated on the advert. The check is carried out by the Disclosure & Barring Service (DBS). Please visit [www.gov.uk/disclosure-barring-service-check/overview](http://www.gov.uk/disclosure-barring-service-check/overview) to find out more about criminal record checks.

In addition Social Services has a policy not to employ spouses/partners where there will be a line management relationship between them, or where they will be employed in the same work setting or within the same line management.

Applicants should note that people employed in posts within Social Services will not normally also be appointed to be foster carers for Berkshire Children or to provide respite care or supported lodgings for adults or children. If you are currently a foster carer or provide respite care or supported lodgings, please indicate this in the supporting statement section of the application form. This will not preclude you from any shortlist but this will indicate the need for a discussion with you prior to appointment if successful.
All new staff are required to undergo a medical clearance, and will be asked to provide documents to confirm entitlement to work in the United Kingdom as required by the Asylum & Immigration Act 1996.

**Equal Opportunities**

We recognise the importance of equal opportunity in employment and have a policy in place to support this. Please see our Equal Opportunities Policy; further information is available on the application form itself. Please note: the shortlisting panel do not see any personal details as these are removed before shortlisting. Decisions are therefore made based on evidence of skills, abilities, knowledge and experience provided on your application form.

**Positive About Disability**

Candidates with a disability who can show that they meet the minimum requirements of the person specification are guaranteed an interview.

**Right of Appeal**

If you feel you have been discriminated against for any of the reasons set out in the Equal Opportunities Policy, please let us have written details of your complaint within 10 working days. This should be addressed to: HR & Payroll Services Manager, Reading Borough Council, Civic Offices, Bridge Street, Reading, RG1 2LU.

**Interview Expenses**

We will reimburse reasonable interview expenses. Normal expenses are based on 2nd class rail fare or actual car mileage. Please request an Interview Expenses Form when you attend an interview.

**Recruitment Process**

Please note: as part of our online service, you will receive updates on the status of your application via email, as well as have the ability to book your own interview time. If you submit your application by hand, you will not have access to the benefits of our online service and will be kept in touch with by post.

Following the closing date, a panel will score each application received on the criteria listed on the person specification. A shortlist of candidates will be selected for interview based on their scores. Candidates will receive an email informing them whether they have progressed to the interview stage or not. Candidates shortlisted for interview will be invited to book an interview timeslot preset by the recruiting manager. You will be required to bring certain documents with you to interview; these will be detailed in your interview confirmation email once you have booked your timeslot. Once you have booked, references will be sought from referees you have given us permission to contact.

If you are selected as a preferred candidate following interview, we must ensure all documentation is collected - including two satisfactory references, relevant ID copies, declaration forms, and a starter form from the recruiting manager. Once these are collected, you will be sent an offer letter and medical clearance form together with documentation relevant to the post.
Feedback

If you would like feedback on your application, please email recruitment@reading.gov.uk and your request will be passed on to the recruiting manager. Alternatively, if you would like to provide us with any feedback, please email this to the same address as above.