

## **JOB DESCRIPTION & PERSON SPECIFICATION**

<b>Group:</b>	COMMUNITY AND CHILDREN'S SERVICES
<b>Section:</b>	CHILDREN'S SERVICES
<b>Sub Section:</b>	16+ SERVICES
<b>Post Title:</b>	SUPPORT WORKER
<b>Vision Post Number:</b>	
<b>Grade:</b>	GR5
<b>Responsible to:</b>	TEAM PRACTICE MANAGER / SENIOR PRACTITIONER
<b>Posts Reporting to this Post:</b>	NONE
<b>Team:</b>	
<b>DBS Required Level:</b>	ENHANCED
<b>Location:</b>	TO BE CONFIRMED
<b>Date of Description:</b>	JUNE 2016

### **KEY OBJECTIVES**

- To safeguard and promote the wellbeing of young people by undertaking identified activities which support the care and support plan for children and young people and their families;
- To work with other agencies in a multi disciplinary way to deliver the care and support plan;
- To assist in the provision of effective services to support young people to continue to live at home, move into independent living or return to family members;
- To work in partnership with young people, their carers and significant others;
- To maintain the highest professional standards in the discharge of this post and to uphold the Care Council for Wales Code of Professional Practice; and promote to others within the area of responsibility;

## **SPECIFIC RESPONSIBILITY**

1. Preparing and engaging in professional supervision with line manager;
2. Establishing and maintaining good working relationships with colleagues;
3. Identifying and addressing areas for development and training
4. To participate in training and staff development programmes as thought appropriate by the Line Manager;
5. Responsible for identified aspects within the care & support plans and pathway plans;
6. To undertake direct work with young people and their families as directed by a Line Manager;
7. To supervise contact as advised by the Line Manager.
8. Attend inter-agency meetings/liaison, e.g. case conferences, strategy meetings when required;
9. To bring to the attention to the case accountable social worker and team manager any immediate concerns regarding the safety of the young person;
10. To transport young people and their families;
11. Giving information, advice/and or sign- posting to other services;
12. Ensuring that young people and families are aware of the complaints procedures and advocacy services;
13. To work with young people on an individual or group basis;
14. To be involved in, and undertake activity based programmes with young people in accordance with their written care & support plan. To offer support to develop self-esteem, social skills and leisure interests.
15. To support independent living plans by offering help to develop the young persons skills in budgeting, cooking and other domestic tasks.
16. To assist the young person in building local networks and establishing themselves in their community.
17. To assist young people in preparing their accommodation and the purchase of appropriate furniture and equipment, and support them in maintaining their tenancy, which could include some basic DIY tasks.
18. This post does not carry case responsibility.

19. To undertake direct work with young people as part of their care and support plan or pathway plan.
20. To maintain regular contact with the young people and to ensure that they are aware of the anticipated frequency of contact and the service being offered.
21. To seek the views of young people on the service offered and to represent their views to the Council.
22. To be supportive to colleagues and be active and effective in the development of the team and to contribute to the development of other team members.
23. To share skills knowledge and experience with other team members on a continual basis in order to promote the development of self and others.
24. To participate fully in and contribute to regular supervision, appraisal and staff development opportunities.
25. To work in an anti-discriminatory way and to empower young people and promote their interest.
26. To work to Rhondda Cynon Taff policies and procedures.
27. To work to the requirements of the Social Service and Wellbeing Act 2014, Leaving Care Act 2000 and other relevant legislation.
28. Timely administration of all aspects of caseload to ensure that the recorded caseload fairly reflects work done
29. Ensuring that electronically held records, including case recordings, assessments, care and support plans and reviews are completed and/or updated in accordance with departmental policy and procedures;

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director.

**THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.**

***Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).***



## **PERSON SPECIFICATION**

**This Person Specification sets out the knowledge and/ or qualifications and/or qualifications, past experience and personal competencies that would be ideal for this particular post.**

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE / EDUCATION</b>	<p>Possession of the Children and Young People Level 3 in Health and Social Care (QCF) or predecessor NVQ Level 3 in Caring for Children and Young People or ability to achieve the QCF within 2 years of being allocated an assessor</p> <p>An understanding of the needs and issues relating to young people and their families in providing an inclusive service</p> <p>An awareness of the Law relating to young people and their families</p> <p>Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online <a href="http://www.rctcbc.gov.uk/WelshSkills">www.rctcbc.gov.uk/WelshSkills</a>.</p>	<p>A commitment to achieving the QCF Level 3 in Care within 2 years of being allocated an assessor;</p> <p>Computer literate i.e. Microsoft word/outlook</p> <p>Relevant training / qualification eg. Certificate in Welfare Studies, BTEC in Social Care</p> <p>Awareness of child and adolescent development .</p> <p>Welsh Language Level 2 to Level 5. For details on the levels please refer to The Welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website.</p>
<b>EXPERIENCE</b>	Relevant work experience in relation to working with children and families	Experience of direct work with children, young people and their families.
<b>COMPETENCIES</b>		
<b>Working with Team Members</b>	<p>Recognises that all team members have different skills and experiences that can be drawn on</p> <p><b>Contributes to a strong team spirit of shared responsibility and co-operation.</b></p>	
<b>Communicating Effectively</b>	<p>Communicates clearly and concisely</p> <p><b>Genuinely listens to others' views, openly considering what they are saying</b></p>	

Looking After the Service Users' Best Interests	<p>Is able to look broadly at the options possible and works alongside the service users to seek out possibilities</p> <p>Supports and enables service users to make decisions.</p>
Earning Service User Trust	<p>Respect service users' individuality, feelings and beliefs, their rights to privacy and make choices</p> <p>Prepares well for contact with service users to ensure productive interactions</p>
Working with Change	<p>Has creative and different ideas about how to move things forward in service areas</p>
<b>Achieving Results</b>	<b>Demonstrates professional competence and consistently delivers high-quality outcomes</b>
Encouraging Professional Development	<p>Continually actively reviews their own development, identifying opportunities to progress</p> <p>Participates in regular reviews and supervisions to identify goals and areas for development</p>
Complying with Health and Safety	<p>Is aware of current and potential risks and hazards within the context of their duties</p> <p>Puts measures in place that minimises risk of incidents</p>
<b>SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS</b>	<p>Requirement to travel independently throughout Rhondda Cynon Taf.</p> <p>Enhanced Disclosure and Barring checks on appointment and at periodic intervals.</p> <p>To work in a family supportive manner which might include working evenings and weekends</p>