

Job Description

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

Job Details

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|------------------------|---|
| Job Title: | REoC Young People's Supported Accommodation (YPSA) Support Worker |
| Salary: | £27,741 - £30,451 |
| Grade: | Grade 9 |
| Hours: | 37 hours per week |
| Team: | Young People's Supported Accommodation Team |
| Service Area: | Residential and Edge of Care (REoC) |
| Primary Location: | Locality based |
| Budget responsibility: | None |
| Responsible to: | YPSA Locality Team Manager |
| Responsible for: | N/A |

Job Purpose

This is a brief overview of the key objectives of the job including the context within the team/department.

- To work with children and their families to provide support and guidance.
- The work will include direct work with children and their families.
- You will be required to keep accurate recording of the work undertaken on the council electronic system.
- To ensure all policies and procedures are followed including escalation processes with regard to the children.

Job Responsibilities

This is a list of the main duties or tasks that the post holder will be expected to undertake

1. To monitor and assess children and young people's needs, including taking appropriate actions to address emerging safeguarding concerns, in line with the organisations safeguarding and need to know policies.
2. To be aware of the mechanisms, within OCC for escalating safeguarding concerns and arrangements for reporting children as missing.
3. Staff will need to cover for colleagues in all areas across the county as required.

4. Staff will be required to lone work and the role will require working a rota that includes evenings, weekends and bank Holidays. In addition, staff will be required to sleep in as the need arises.
5. Undertake visits, observations and meetings and record them on electronic systems to the agreed standard and within agreed timescales.
6. To support cases for children and young people in conjunction with social workers and other professionals and lead on behalf of services delivered through the YPSA service.
7. To undertake direct work and interventions with children and young people and support to parents/carers in promoting welfare of their children
8. To work with allocated cases.
9. Supporting and arranging work that leads to successful transition of children from YPSA services.
10. To work flexibly with other professionals to deliver a 'Team Around the Young Person' approach, in order to secure successful outcomes
11. To plan and deliver evidence-based interventions delivered in a range of settings (including outreach support) and undertaking risk assessments to ensure safe delivery of intervention.
12. To develop local community knowledge and links to ensure best outcomes for children, young people and their families
13. To work in an integrated way with other professionals across services, including the co-delivery of services where appropriate.
14. To contribute to statutory processes as required
15. The post holder will be required to undertake mandatory training, provide evidence of ID and residence and hold a satisfactory enhanced DBS that is renewed every 3 years.

Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our [corporate values](#).

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

| Essential Criteria | Assessed By: |
|--|--------------|
| Willingness to work towards a relevant qualification | |
| Evidence of professional training and development. | |
| Some experience of evidence based interventions. | |
| An understanding of the impact of abuse, social deprivation and disadvantage on children, young people and their families. | |
| Knowledge of child care and legislation | |
| Knowledge and understanding of the application of safeguarding principles. | |
| Mediation/negotiation skills. | |

| | |
|--|---------------------|
| Knowledge and understanding of the importance of access for young people to Employment, Education or Training (EET) opportunities | |
| Ability to casework and within this assess, create and record outcome driven plans for children and young people. | |
| Ability to proactively create, maintain and promote a strong network of connections and effective working with service users, their families/carers, other professionals and agencies. | |
| Ability to present information coherently both verbally and in writing. | |
| Planning skills with the ability to make well-informed decisions. | |
| Ability to use IT systems. | |
| Experience of providing services to children and/or their families with specific needs. | |
| Ability to liaise effectively with other professionals/ organisations. | |
| Good understanding of factors that support children to develop and achieve their potential. | |
| Knowledge of Young people's Rights issues | |
| Flexibility in working arrangements/hours to meet operational requirements including responding to emergencies and overnight stay on an occasional basis. | |
| Desirable Criteria | Assessed By: |
| A recognised and relevant professional qualification in children's services, to a minimum of NVQ level 3. | |
| Understanding of causes of behaviour in young people and behaviour management techniques | |
| Experience of engaging young people and other stakeholders | |
| Experience of supported housing/accommodation services. | |
| Delivery of evidence-based interventions. | |

Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role include:



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|-------------------------------------|--|-------------------------------------|---|
| <input type="checkbox"/> | Enhanced Disclosure and Barring Service check with Children's and Adults Barred List | <input type="checkbox"/> | Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check |
| <input checked="" type="checkbox"/> | Enhanced Disclosure and Barring Service check with Children's Barred List | <input type="checkbox"/> | Enhanced Disclosure and Barring Service check with Adults Barred List |
| <input type="checkbox"/> | Standard Disclosure and Barring Service check | <input type="checkbox"/> | Basic Disclosure |
| <input type="checkbox"/> | Disqualification for Caring for Children (Education) | <input checked="" type="checkbox"/> | Overseas Criminal Record Checks |
| <input type="checkbox"/> | Prohibition from Teaching | <input type="checkbox"/> | Professional Registration |
| <input type="checkbox"/> | Non police personnel vetting | <input checked="" type="checkbox"/> | Disqualification from Caring |
| <input type="checkbox"/> | Other (please specify): | | |

Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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|-------------------------------------|--|-------------------------------------|--|
| <input type="checkbox"/> | Provision of personal care on a regular basis | <input type="checkbox"/> | Driving HGV or LGV for work |
| <input type="checkbox"/> | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | <input type="checkbox"/> | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes) |
| <input type="checkbox"/> | Working at height/ using ladders on a regular/ repetitive basis | <input type="checkbox"/> | Restricted postural change – prolonged sitting |
| <input checked="" type="checkbox"/> | Lone working on a regular basis | <input type="checkbox"/> | Restricted postural change – prolonged standing |
| <input checked="" type="checkbox"/> | Night work | <input type="checkbox"/> | Regular/repetitive bending/ squatting/ kneeling/crouching |
| <input checked="" type="checkbox"/> | Rotating shift work | <input type="checkbox"/> | Manual cleaning/ domestic duties |
| <input type="checkbox"/> | Working on/ or near a road | <input type="checkbox"/> | Regular work outdoors |
| <input checked="" type="checkbox"/> | Significant use of computers (display screen equipment) | <input checked="" type="checkbox"/> | Work with vulnerable children or vulnerable adults |



| | | | |
|--------------------------|---|-------------------------------------|---|
| <input type="checkbox"/> | Undertaking repetitive tasks | <input checked="" type="checkbox"/> | Working with challenging behaviours |
| <input type="checkbox"/> | Continual telephone use (call centres) | <input type="checkbox"/> | Regular work with skin irritants/ allergens |
| <input type="checkbox"/> | Work requiring hearing protection (exposure to noise above action levels) | <input type="checkbox"/> | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| <input type="checkbox"/> | Work requiring respirators or masks | <input type="checkbox"/> | Work with vibrating tools/ machinery |
| <input type="checkbox"/> | Work involving food handling | <input type="checkbox"/> | Work with waste, refuse |
| <input type="checkbox"/> | Potential exposure to blood or bodily fluids | <input checked="" type="checkbox"/> | Face-to-face contact with members of the public |
| <input type="checkbox"/> | Other (please specify): | | |

Agile Working

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs. Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.

