

### **Job Description - Key Worker and Youth Worker Combined Role**

Your Ideas Youth and Community Project supports ages 0-35 in our social support clubs and in our Alternative Provision from our sites in Matchborough and Woodrow, Redditch. Your Ideas specialises in helping young people with lived experience of Autism Spectrum Conditions, those who can display behaviours that challenge and those who are vulnerable and/or disadvantaged.

#### **Job Purpose:**

To provide 1:1 tailored support to young people who are unable to access full-time education, promoting their social and emotional well-being and helping to develop their confidence and self-esteem.

To facilitate the running of Your Ideas regular social group sessions that strive to promote the key principles of youth work:

- Youth Led
- Inclusivity, equality and diversity
- Respect
- Quality, Safety and Well-being
- Empowerment
- Positivity

#### **Responsibilities of the role include:**

##### Facilitating the running of regular social groups sessions

- To enable young people and community members to plan, organise, participate and deliver activities.
- To build positive relationships with community members, young people and encourage them into new, positive and challenging activities.
- To facilitate a productive environment that enables all to participate fully.
- To help those with behaviours that can challenge and those with additional needs to have positive, enriching and engaging experiences.

##### Providing 1:1 Key Work support to young people whom are unable to attend full time education

- To provide consistent support for young people who are unable to attend full-time education.
- Produce a daily CPOMS log of your activities that are mapped against the outcomes set for each individual child that you support.
- Provide a weekly timetable of activities for each child to be submitted to Line Managers

in advance of the forthcoming week.

- To commit to read and understand all young people's supporting information that attend Your Ideas Alternative Provision, such as Educational Health Care Plans (EHCPs), any reports from the Local Authority and other relevant professional paperwork.
- To commit to working with your Line Manager to update grab sheets, risk assessments and any other supporting documents or systems that Your Ideas uses to track and record young people's progress.
- Facilitate the activities that you plan within a weekly/monthly budget set by your Line Manager. This includes spending related to end of term trip activities.
- Attend a weekly Alternative Provision meeting with your Line Managers and colleagues to discuss young people's targets and progression.
- Be available to attend meetings and discussions with your Line Manager to update them about young people's progress to inform end of term reports.
- Be available to attend meetings with outside professionals such as Worcestershire Children First, Schools and healthcare professionals if required to share your experiences of supporting individual young people.
- To be responsible for the self management of submitting mileage claims, requesting for funds to be added to your expense cards when they are depleted to the Your Ideas Administration team and to subsequently log any expense spending against an appropriate job on the equals pay portal.
- To be responsible for the preparation and clear away/clean down of activities that you have facilitated each session.
- Take an active role in the communication of young people's needs, progress and low level concerns to parents/carers on arrival or collection from sessions, with the exception of safeguarding concerns and serious incidents which must be shared with your Line Manager immediately.

### Working with others

- To work on your own initiative and also creatively as part of a team.
- To work as a team member planning, delivering and monitoring our projects and activities.
- To carry out relevant day to day administration of our activities.
- To work in ways that promote equal opportunities.
- To work with other stake-holders including schools and the local authority.
- To lead practice by example.
- To understand the issue parents face and to provide support and information for them.
- To work with other stakeholders alongside parents or careers as a support for parents and carers.

### Recording and monitoring impact

- To capture evidence of impact and record it on the CPOMS database.
- All safeguarding concerns MUST be reported to DSL-Jordan Cooke, DDSL-Laura Garvey and recorded on CPOMS following 'Your Ideas' safeguarding policy.
- To participate in review sessions to support learning and improvement of our services.
- To identify, support and lead initiatives that increase the impact we have for the people we serve.

### Other duties

- To work with other community organisations and agencies including the police.
- To understand 'Your Ideas' policies and comply with them at all times.

### Notes

- No Job description is perfect. 'Your Ideas' is an organisation that responds to the needs of the community it serves, and this demands flexibility from all employees and volunteers.
- From time to time you will be required to undertake duties that are outside of those detailed within this document.
- From time to time, then, this Job description may be revised and changed in consultation with yourself.

### **Person Specification - Key Worker / Youth Worker**

<b>Knowledge, skills and experience</b>	<b>Essential</b>	<b>Desirable</b>
Minimum 1 year's experience working with young people		✓
Experience of working with young people with SEND		✓
Knowledge of Autism Spectrum Conditions and the associated challenges and barriers faced by those with lived experience of ASD		✓
A patient, calm and consistent manner when dealing with behaviour that might be deemed to be 'challenging'.	✓	
A positive attitude with a proactive and flexible approach to your work	✓	
A strong commitment to the promotion of equality and diversity	✓	
A good understanding of safeguarding, professional boundaries and confidentiality	✓	
Excellent time management and organisational skills	✓	

Comfortable working independently and as part of a team	✓	
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