**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

|  |  |
| --- | --- |
| Job Title: |  Young People’s Supported Accommodation NTS (YPSA) Support Worker |
| Salary: | Starting Salary £38,220 - £40,777 |
| Grade: | Grade 10 SP 27-30 |
| Hours: | 37 hours per week – shift pattern, inclusive of weekends and bank holidays  |
| Team: | Young People’s Supported Accommodation Team – NTS (National Transfer Service) Matthew Wiggles Worth House & Abingdon Foyer.  |
| Service Area: | Young Supported Accommodation Service (YPSA)  |
| Primary Location: |  Working between 2 sites – Abingdon Foyer and Matthew Wigglesworth House  |
| Budget responsibility: | None |
| Responsible to: | YPSA NTS 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 all Oxfordshire Children aged 16/17 years. To supportyoung people to provide support and guidance within 2 x Foyers.
* To support vulnerable children, at times of crisis, accessing emergency bed accommodation and family reunification work with families where needed.
* The work will include direct work with children.
* You will be required to keep accurate recording of the work undertaken on the council electronic system in line with OFSTED Regulation
* To ensure all OCC policies and procedures are followed including escalation processes about the children.
* To provide timely support and interventions for all Oxfordshire children aged 16/17 years, addressing safeguarding concerns.
* Reducing risks to children and young people.
* Prioritising good outcomes, promoting welfare and independent skills ready for transition into adult accommodation.
* Working in one of our two foyer buildings from 8.30-10pm, in the evenings, weekends, and bank holidays
* Adhere to OCC key behaviours, always learning, be kind and care, quality and integrity, take responsibility and daring to do it differently
* The Statement of Conduct and Behaviour with guidance for staff working in Oxfordshire’s YPSA Service.
 |

## Job Responsibilities

|  |
| --- |
| This is a list of the main duties or tasks that the post holder will be expected to undertake1.Monitor and assess children and young people’s needs, taking appropriate actions for safeguarding.2.Be aware of mechanisms for escalating safeguarding concerns and reporting missing children.3.Cover for colleagues across the county in emergencies.4.Work alone, including evenings, weekends, and Bank Holidays. 5.Conduct visits, observations, and meetings, recording them electronically within agreed timescales.6.Support cases for children and young people in collaboration with social workers and other professionals, representing services delivered through the YPSA foyer service.7.Engage in direct work and interventions with children and young people, supporting parents and carers to promote their welfare.8.Work with assigned cases and allocated young people 9.Facilitate and coordinate efforts leading to successful transitions for children from YPSA Childrens Services. 10.Collaborate flexibly with other professionals to implement a “Team Around the Young Person” approach, aiming for successful outcomes11.Plan and deliver evidence-based interventions in various settings, including outreach support, while conducting risk assessments to ensure safe delivery.12.Develop local community knowledge and connections to achieve the best outcomes for children, young people, and their families.13.Collaborate seamlessly with other professionals across services, including co-delivery of services where appropriate.14.Contribute to statutory processes as required. Attend all Children we Care for reviews, MARAMPS, professional meetings. 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 years16.To support young people practically and emotionally, who have a range of challenging behaviours and trauma related experiences to become ready for independent living. This will include all areas of ‘life skills’, resilience, reducing risky behaviours such as substance misuse, Child Sexual Exploitation, Child Drug exploitation, supporting them to engage in EET and encouraging activity and healthy living. 17.To support with all health-related appointments, support finance, housing, education and advocate and challenge on their behalf. 18.To participate in the regular staff meetings and contribute to the consultations and discussions which take place.19.Continual review of all young people’s risk assessments and ICMAPS and report back to management for quarterly reviews. 20.Welcoming spontaneous arrivals and children requiring emergency placements who often present with PTSD and other trauma related behaviours. 21.Maintain Health and Safety standards, including food handling, cleaning, hygiene, COSHH compliance, fire policies, accident reporting, and first aid. Participate in regular internal quality assurance inspections.22.Ensure that the physical fabric of the home meets Departmental Health and Safety standards, is well-maintained, and secure.23.The Management Team may delegate specific responsibilities or roles to this position. Opportunities for experience, training, and guidance are provided. Individual staff members discuss their areas of responsibility during supervision, with one additional area allocated per team member. Specific responsibilities and roles may include First Aider, Health & Safety Rep, or Fire Marshall. Tasks can involve maintaining the COSHH folder, overseeing foyer resources (computers, books, games, equipment), or project work related to health liaison and EET promotion within the Foyers.  |

# 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](https://www.oxfordshire.gov.uk/council/about-your-council/working-oxfordshire-county-council/county-council-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. Grade 10 post – Level 3 or - working towards in a direct related field |       |
| Good IT skills, including recording and reflective abilities. |  |
| Commitment to equal opportunities principles in employment and service delivery and ability to translate these principles into practice |  |
| Ability toPresent information coherently both verbally and in writing. |  |
| Knowledge of issues related to young people’s rights and ability to operate inclusively and without discrimination.  |  |
| Be flexible in working arrangements, including responding to emergencies and occasional overnight stays with the ability to travel across the county to serve all children. |  |
| Ability to proactively create and maintain strong connections with service users, families, other professionals, and agencies. |  |
| Demonstratable expertise in reuniting young people with their family homes to reduce homelessness including experience of working closely with housing providers for long-term support. |  |
| Experience of providing services to children and/or families with specific needs. |  |
| Desirable Criteria | Assessed By: |
| Understanding of the causes of behaviour in young people and proficient in behaviour management techniques. |       |
| Awareness of the Supported accommodation regulations March 2023 |       |
| Experience of providing services to children and/or families with specific needs. |  |
| Experience of supported housing/accommodation services and 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](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role include:

|  |  |  |  |
| --- | --- | --- | --- |
| [x]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |
| [ ]  | 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).

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [ ]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [x]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [x]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [x]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [x]  | Significant use of computers (display screen equipment) | [x]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [x]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [x]  | Face-to-face contact with members of the public |
| [ ]  | 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.