**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: |  Young People’s Supported Accommodation (YPSA) Waking Night Support Worker |
| Salary: | £30,559 SCP 18-23 |
| Grade: | Grade 8 |
| Hours: | 40hrs per week on a rota basis including weekends and bank holidays as required.  |
| Team: | Young People’s Supported Accommodation Team |
| Service Area: | YPSA |
| Primary Location: | Oxford City/Abingdon |
| Budget responsibility: | None |
| Responsible to: | YPSA Locality Team Manager |
| Responsible for: | N/A |

## Job Purpose

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| This is a brief overview of the key objectives of the job including the context within the team/department.* To work overnight with Oxfordshire Children and Young People to provide support and guidance in a localised environment.
* The work will include direct work with children, professionals and safeguarding of children overnight
* Support Young People who arrive to the establishment in both a planned and spontaneous way.
* You will be required to keep accurate recording of the work undertaken on the council electronic system.
* To ensure all policies and procedures in line with The Supported Accommodation (England) Regulations 2023 are followed including escalation processes regarding the children.
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## Job Responsibilities

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| This is a list of the main duties or tasks that the post holder will be expected to undertake1. 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 polices.
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 work waking nights (alongside a building concierge) and the role will require working a rota that includes weekends and bank Holidays.
5. Undertake safeguarding and support tasks as required by the children and young people, support children and young people who may be experiencing trauma and disrupted routines, complete observations 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 in promoting welfare of their children
8. Supporting and arranging work that leads to successful transition of children to and from YPSA services.
9. To work flexibly with other professionals to deliver a ‘Team Around the Young Person’ approach, in order to secure successful outcomes
10. To plan and deliver evidence-based interventions and undertaking/working in line with risk assessments to ensure safe delivery of intervention.
11. To develop local community knowledge and links to ensure best outcomes for children, young people and their families
12. To work in an integrated way with other professionals across services, including the co-delivery of services where appropriate.
13. To undertake tasks around the aesthetic, cleaning and health and safety of the building
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.
16. The post holder maybe required to support EDT and on call with additional tasks.
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# 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.

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| Essential Criteria | Assessed By: |
| Willingness to undertake professional development and training | Application |
| Some experience of evidence-based interventions. | Application/ Interview |
| An understanding of the impact of trauma, abuse, social deprivation and disadvantage on children, young people and their families. | Application/ Interview |
| Knowledge of childcare and legislation including the Supported Accommodation (England) Regulations 2023 | Application/ Interview |
| Knowledge and understanding of the application of safeguarding principles.  | Application/ Interview |
| Mediation/negotiation skills. | Application/ Interview |
| Knowledge and understanding of the importance of access for young people to Employment, Education or Training (EET) opportunities | Application/ Interview |
| 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. | Application/ Interview |
| Ability to present information coherently both verbally and in writing. | Application/ Interview |
| Planning skills with the ability to make well-informed decisions. | Application/ Interview |
| Ability to use IT systems. | Application/ Interview |
| Experience of providing services to children with specific needs including specific communication and cultural needs.  | Application/ Interview |
| Ability to liaise effectively with other professionals/ organisations.  | Application/ Interview |
| Good understanding of factors that support ‎children to develop and achieve their potential. | Application/ Interview |
| Knowledge of Young people’s Rights issues | Application/ Interview |
| Flexibility in working arrangements/hours to meet operational requirements including responding to emergencies including the wider service | Application/ Interview |
| Desirable Criteria | Assessed By: |
| A recognised professional qualification in a relevant field, to a minimum of NVQ level 3 | Application/Interview  |
| Understanding of causes of behaviour in young people and behaviour support techniques | Application/ Interview |
| Experience of supporting children and young people across a broad range of nationalities | Application/ Interview |
| Experience of engaging young people and other stakeholders | Application/ Interview |
| Experience of supported housing/accommodation services. | Application/ Interview |

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| Delivery of evidence-based interventions. | Application/ Interview |

# 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:

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| --- | --- | --- | --- |
| [ ]  | 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) |
| [x]  | 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).

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| --- | --- | --- | --- |
| [ ]  | 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.