**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) Community Support Worker |
| Salary: | £37035 - £39513 |
| Grade: | Grade 10 |
| Hours: | 37 hours per week – Shift work, including Bank Holidays, evenings, and Weekends  |
| Team: | Young People’s Supported Accommodation Team |
| Service Area: |  In House Young Supported Accommodation service  |
| Primary Location: | Locality based – Agile Working  |
| Budget responsibility: | None |
| Responsible to: | YPSA Community Team Manager |
| Responsible for: | N/A |

## Job Purpose

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| * **Objective:** Support Oxfordshire (British-born) and unaccompanied children and their families.
* **Responsibilities:**
	+ Direct work with children and families.
	+ Accurate record-keeping using the council system.
	+ Compliance with Ofsted-supported accommodation regulations.
	+ Prioritize good outcomes and promote welfare.
	+ Prepare young residents for independent living.
	+ Work in the community, including evenings and occasional sleep-ins.
	+ Reunification with young people and families.
	+ Maximize participation and reflect young people’s rights.
	+ Support high-risk complex needs using positive risk-taking.
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## Job Responsibilities

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| 1. **Safeguarding and Reporting**:
	* Monitor and assess children and young people’s needs.
	* Address emerging safeguarding concerns.
	* Escalate safeguarding issues within the organization.
	* Report children as missing.
2. **Flexible Work**:
	* Cover for colleagues across the county as needed.
	* Work evenings, weekends, and holidays.
	* Be available for overnight shifts.
3. **Responsibilities**:
	* Conduct visits, observations, and meetings.
	* Support young people with cooking, transportation, and appointments.
	* Assist with AQA education.
	* Collaborate with social workers and other professionals.
	* Provide direct interventions for children and young people.
4. **Case Management**:
	* Work with allocated cases.
5. **Transition Support**:
	* Facilitate successful transitions of children from YPSA services.
6. **Collaboration and Outcome Focus**:
	* Work flexibly with other professionals using a ‘Team Around the Young Person’ approach.
	* Aim for successful outcomes.
7. **Evidence-Based Interventions**:
	* Plan and deliver evidence-based interventions in various settings, including outreach support.
	* Conduct risk assessments to ensure safe intervention delivery.
8. **Community Engagement**:
	* Develop local community knowledge and establish links for better outcomes.
9. **Integrated Services**:
	* Collaborate with professionals across services, including co-delivery of services when appropriate.
10. **Integrated Work with Professionals**:
	* Collaborate with other professionals across services, including co-delivery of services when appropriate.
11. **Statutory Processes and Compliance**:
	* Contribute to statutory processes as required.
	* Complete mandatory training.
	* Provide evidence of ID and residence.
	* Maintain a satisfactory enhanced DBS (renewed every 3 years).
12. **Support for Vulnerable Young People**:
	* Work with vulnerable young people (ages 16/17/18) who cannot live at home for various reasons.
	* Support them in community houses across the county.
13. **Practical and Emotional Support**:
	* Assist young people with life skills, resilience, and readiness for independent living.
	* Address challenging behaviors and trauma-related experiences.
	* Promote healthy living and reduce risky behaviors.
	* Support engagement in education, employment, and training (EET).
14. **Health, Finance, and Housing Advocacy**:
	* Assist with health-related appointments.
	* Provide support related to finance, housing, and education.
	* Advocate for and challenge on behalf of young people.
15. **Statutory Plan Support**:
	* Assist young people supported by Statutory plans (mainly section 17 and section 20 children).
	* Attend Children We Care for reviews, MARAMP, MATACV, and professional meetings.
16. **Risk Assessment and Reporting**:
	* Continuously review individual risk assessments and ICMAPS.
	* Report findings to management during quarterly reviews.
17. **Reunification and Outreach**:
	* Work with parents and families to reunify young people back to their homes (when safe).
	* Provide outreach support for young people post-18 and those returning home.
18. **Emergency Bed Placement**:
	* Place young people into emergency beds across the county.
	* Conduct dynamic risk assessments based on the nature of their needs.
19. **Welcoming Spontaneous Arrivals**:
	* Greet and assist spontaneous arrivals, often dealing with trauma-related behaviours.
20. **Health and Safety Compliance**:
	* Maintain health and safety standards (e.g., food handling, cleaning, hygiene, COSHH, fire policies).
	* Participate in regular internal quality assurance inspections.
21. **Community House Maintenance**:
	* Ensure community houses meet Departmental Health and Safety standards.
	* Maintain good decorative order and security.
	* Escalate issues as per policy.
22. **Housing Management Preparation**:
	* Educate children and young people residents about housing management responsibilities (rent, license agreements) in preparation for independent living.
23. **Positive Public Relations**:
	* Handle complaints/issues effectively and sensitively to maintain a positive public
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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 work towards a relevant qualification. Suggestion for grade 10 post – Level 3 or - working towards in a direct related field |       |
| Awareness of the Supported accommodation regulations March 2023 |  |
| Evidence of professional training and development. Understanding the affects of adverse childhood expereinces and trauma young people expereince and use evidence based approcahe and interventions. |       |
| 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. |  |
| An understanding of the impact of abuse, social deprivation and disadvantage on children, young people, and their families |       |
| Experience supporting young people with social care, health, education, and community work. Knowledge of child care legislation, safeguarding principles, and mediation/negotiation skills. Ability to create outcome-driven plans for children and young people. |       |
| * **Networking and Collaboration**: Proactively create and maintain strong connections with service users, families, professionals, and agencies.
* **Reunification Skills**: Demonstrate expertise in reuniting young people with their families to reduce homelessness and provide long-term housing support.
* **Inclusive Approach**: Work inclusively, with integrity and impartiality, aligning with the Council’s values.
* **Effective Communication**: Present information coherently both verbally and in writing.
* **Decision-Making**: Possess planning skills and the ability to make well-informed decisions.
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| * **IT Skills**: Proficient in using IT systems, recording, and reflective assessment.
* **Service Provision**: Experience providing services to children and their families with specific needs.
* **Communication and Collaboration**: Ability to communicate and collaborate effectively with various stakeholders.
* **Child Development**: Understanding of factors supporting children’s development and achievement.
* **Youth Rights**: Knowledge of young people’s rights issues.
* **Flexibility and Commitment**: Willingness to adapt working arrangements, including emergencies and travel, while upholding equal opportunities principles.
 |       |
| * **Equal Opportunities and Inclusion**: Understand and apply principles related to Equal Opportunities and inclusion.
* **Behavioural Understanding**: Familiar with causes of behaviour in young people and behaviour management techniques.
* **Motivation and Commitment**: Demonstrate motivation, commitment, flexibility, and interest in supporting young people toward independent living.
* **Life Skills Engagement**: Able to engage young people in life skills work.
* **Team Support**: Willingness to support a team working to achieve positive outcomes for young people during this transitional phase.
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| Desirable Criteria | Assessed By: |
| Ability to take part in physical activites with Young people |       |
| Experience of supported housing/accommodation services. |  |

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| 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).

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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.