 **LINX 16+ CARETECH CHILDREN’S SERVICES**

**JOB DESCRIPTION**

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| Job Title | **Support Worker**  |
| Job Purpose | To provide a supportive environment with clear and consistent approaches in line with Linx 16+ Supported Acommodation Services - CareTech Children’s Services Philosophy of Care, Policies and Procedures |
| Responsible to | Team Leader, Service Manager, Operations Manager, Head of Service |
| Hours  | Full time 37.5 hours + 2 sleep ins per week if required – part time pro rata  |
| Qualifications | NVQ/CQF 3 CCYP or commitment to complete within 2 years  |

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| **Job Purpose** |

* To promote the welfare, safety, personal development and well-being of young people receiving support from the service
* To ensure that the physical, emotional and psychological needs of young people in the company’s care are met where at all possible
* To participate in the day-to-day operation of the service provided in accordance with organisational guidelines and objectives
* To recognise the potential capabilities and aspirations of all young people and provide the opportunities, encouragement and support whereby individual potential may be realised and independence promoted

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| **Main Duties and Responsibilities** |

* To work in line at all times with standards designated by the Children Act, Leaving Care Act , Local Safeguarding Procedures and other relevant legislation
* To adhere at all times to the organisational policies, procedures and guidelines
* To be aware of the Service Specification and Support Worker’s role in implementing it
* To be aware of company guidelines on Codes of Conduct and to set an acceptable role model standard
* To promote and uphold anti-discriminatory practices and equal opportunity practices in line with Company Policy
* To promote and uphold the good reputation of the company in all contact with external agencies, professionals and individuals
* To create a friendly and relaxed environment for the young person’s encouraging enjoyment, self-motivation, self-esteem and respect for themselves and others
* To assist in the maintenance, good housekeeping and upkeep of the service
* To encourage and support young people as to invest in the physical environment, including their own rooms and communal areas, and to be responsible for their own personal effects
* To be aware, familiar with, and observe the company guidelines on Health and Safety, Fire Safety procedures and Infection Control
* To assist with the day-to-day administration of the service by completing and maintaining accurate recordings
* To provide objective and professionally sound verbal and written information on a daily basis where required
* To play an active part and promote the participation of young people in the decision making process of the service
* To assist where appropriate, with the process of developing effective partnerships with parents, families and other stakeholders
* To support and maintain effective working relationships with all other staff, and to promote good relationships with local residents and the general community
* To provide the opportunity for young people to discuss their fears and concerns and offer supportive counsel - bar child protection responsibilities
* To provide young people with information and advice where appropriate or to help them to seek advice from appropriate sources
* To participate in advising and encouraging young people to access and participate in education, employment or training programmes
* To support young people attending interviews for school, further education, employment, training, housing, solicitors etc.
* To contribute to the reviewing and monitoring process in the development of each individual Placement Plan
* To encourage and support young people to undertake the Independence Programme and reach identified and agreed outcomes as they move to independence
* To ensure that all identified support needs are met in line with support plans, and external plans from relevant professionals
* To provide positive and acceptable health promotion to young people, including sexual health, mental health, physical health and substance misuse
* To ensure that a balanced and culturally appropriate (if applicable) diet is encouraged and that young people are advised around the importance of healthy eating and regular exercise
* To source and be actively involved in facilitating a range of safe and varied activities, in line with the young person’s preferences and resources
* To ensure that adequate risk assessments have been completed in respect of activities and permission for those deemed as dangerous to be highlighted to the Placing Authority
* To be available and prepared for relevant statutory reviews, planning meetings, child protection case conferences and any other relevant meetings when requested
* To fulfil all organisational requirements involving administration of client finances and the Services budget
* To contribute to the development of individuals and the team through active participation in effective supervision, team meetings, training sessions etc.
* To display positive role modelling at all times in relation to personal hygiene, dress, attitude, values and general demeanour
* To support Young People to access post 18 housing, benefits and other entitlements

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| **Special Conditions** |

* Weekend, Evening, and Bank Holiday working is required on a rota basis
* This position is subject to a 6 month probation period
* The holder of this position may be required to work in any service of the organisation where there is a need or emergency
* The holder of this position is expected to maintain confidentiality and observe data protection guidelines
* Due to the nature of the young people that we support, the rota pattern may change at short notice
* A satisfactory and ongoing Enhanced DBS reference is required

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| **Further Responsibilities** |

* To be involved in all duties that may be expected to fulfil the principal task, and any other reasonably requested by the Organisation or Placing Authority