

## **JOB DESCRIPTION**

**Job Title** - Youth Support Worker

**Responsible to** - House Manager

**Accountable to:** Head of Care

### **Purpose and Summary of Job**

To work with young people and adults (Students) ranging between 16 and 25 years of age to safeguard and promote their safety and welfare at all times. To support our students to feel a sense of belonging and influence within their home, providing individualised day to day care and support.

To provide and encourage students to access opportunities to engage in hobbies and experiences in order to attain positive outcomes, boost confidence and improve resilience whilst increasing their levels of independence and self-regulation.

### **Main Duties & Responsibilities**

To safeguard and promote the safety and welfare of each student at all times; this is to be achieved primarily by knowing and following Cambian Lufton College policies and procedures including the instructions of senior staff and (if no such policy, procedure or instruction exists) to act in the best interest of the young person/adult.

Where emergency situations arise, to have in your practice at all times the need to protect students from experiencing significant harm (whether physical, psychological, emotional, financial *etc.*). Where this is consistent with your duties to take reasonable steps to protect your own health and safety and that of others.

When working with students, to demonstrate a variety of approaches and techniques that seek to minimise risk and promote their personal development; and to key work students in a supportive and structured manner that teaches them skills in a way that is adapted to their individual needs and wishes.

Assisting to create a caring, stimulating and safe environment for all students, staff and visitors.

To protect and promote the positive reputation of the Cambian Lufton College.

### **Youth Support Worker responsibilities include:**

- To act as a positive role model for students and colleagues;
- To support the daily needs of the student;
- To support the students links with their families and local community; promoting continued contact and involvement;
- To follow guidelines in support of positive behaviour and reinforcement;
- To provide emotional support at times of difficulty;
- To create a safe and happy environment in which to live and learn;

- To help students to access education, health and leisure services;
- To provide students with the guidance they need to boost their independence skills;
- To contribute to the placement planning and recording systems for students;
- To collate information required for the student's progress reports or placement reviews.
- To plan, undertake and record key worker sessions;
- To support the students' to progress towards their agreed EHCP outcomes;
- To ensure that documentation including student files / electronic records are up to date and well organised;
- To ensure that the student's Care Plan is kept up to date and relevant to their interests and needs;
- To take ownership and act in the best interest of the student's health needs, which may require you to attend appointments with health professionals. And to complete and be accountable for the actions following these appointments;
- To make sure the students have adequate and suitable clothing and ensure the student is clean and presentable along with supporting the student with any self-care needs they may have;
- To know the student, which may include, although not limited to, their file, background and family details, their interests and hobbies, encouraging them to take part, join clubs etc;
- To support the students' to express their views at various meetings such as the College Student Council and house meetings;
- To support and encourage the students' to actively feedback about the service they receive.

### **Role Model to Young People/ Students & Other Staff**

To set a good example at all times to students in terms of:

- Appropriateness of dress and other aspects of personal presentation;
- Maintaining good personal hygiene;
- Using appropriate language and humour (taking account of who is being spoken to, who is within earshot, and who or what is being spoken about);
- Demonstrating good manners
- Demonstrating equality of respect and care for all;

### **Working Pattern & Preparation**

- To undertake a working pattern in accordance with the rota provided;
- To keep up to date with the development of each student in your care by reading (and re-reading from time to time) the student's Care plan, EHCP, Behaviour Support Plan and other relevant records and reports;
- To be willing and prompt to undertake any household tasks allocated to you and any intimate care tasks reasonably required for students;

- To willingly and co-operatively work in other areas and departments of the college portfolio when required by the Cambian Luffton College Leadership Team, whether on an occasional or regular basis, and whether by way of temporary or permanent placement;
- To willingly undertake offsite supervision or duties, such as accompanying a student when attending a medical appointment /check-up or other external appointments, or when travelling for a home visit; where reasonably requested to do so; This may also include supporting students to go away for College led short breaks and holidays.

### **Student Medication and Treatment**

To where requested, train and administer medication and treatment in accordance with the safe administration of medication policy, following training and guidance from suitably qualified staff members.

### **MAPA (Management of Actual and Potential Aggression)**

To do all you reasonably can to obtain and maintain sufficiently good physical health to be able to undertake MAPA training and annual re-accreditation.

To obtain and maintain at all times accreditation in the MAPA system, including compliance timelines and refresher programs.

### **Personal Training & Professional Development**

To be a reflective practitioner, that:

- Seeks out advice and supervision whenever necessary;
- Attends and contributes to supervision with good analysis and suggested solutions, as well as an agenda of items to discuss;
- Always makes high quality and well-presented written and spoken reports and records.

### **Other Training**

To take responsibility for attending training when reasonably required to do so in order to promote the effective delivery of the role of Youth Support Worker. This includes all mandatory training as well as other relevant specialised training to meet the individual needs of the students.

To achieve, as soon as practicable, a QCF Level 3 or other relevant qualification (must be completed within two years of the start date of your employment).

### **Support for Management**

To proactively assist and support the House Managers in the development and maintenance amongst staff and students of a positive attitude and approach towards each person and towards Cambian Luffton College policies and procedures, including the development and maintenance of good teamwork (especially when difficulties or conflicts arise).

To actively contribute to the development and analysis of strategies, routines and solutions to student or staff issues, working at all times in liaison with the House Managers.

To actively assist the Cambian Lufton College’s Management to:

- Prepare for any formal inspection by an outside agency, whether as a residential home, FE College, or otherwise;
- Promote Cambian Lufton College, by attending plays, concerts, festivals, ceremonies and leavers’ days

**After School Clubs**

If required, to attend, help to organise, run or help to run a regular after-college club and encourage the students’ to participate, contributing to their EHCP and personal development, which complements and is consistent with the Cambian Lufton College's education and care curricula.

**Driving College Vehicles**

If permitted to drive the vehicles, always to do so in an appropriate, safe and responsible manner in line with policies and procedures that are in place.

**Policies, Procedures & Standards**

To work in line with Cambian Lufton College policies and procedure and to be able to summarise relevant information when asked.

To have an understanding of current relevant legislation.

**Meetings**

To attend all required student and staff meetings, and if asked to do so to take minutes and to promptly pass them to the House Manager for checking prior to distribution.

To contact, meet or liaise with external professionals, parents or visitors when asked to do so by the House Manager or Head of Care.

**PERSON SPECIFICATION - Youth Support Worker**

**This post is subject to full DBS checking. The following will be tested in application/ interview**

| Requirement           | Essential  | Desirable   |
|-----------------------|--|---|
| <b>Qualifications</b> | <ul style="list-style-type: none"> <li>• Willingness to undertake all training as requested.</li> <li>• Commitment to undertake professional development.</li> </ul> | QCF level 3 in adult care or equivalent.<br><br>Care certificate.<br><br>Relevant qualification in safeguarding.<br><br>Relevant care qualifications for example behaviour management strategy, |
| <b>Experience</b>     | <ul style="list-style-type: none"> <li>• No previous experience is necessary but a passion and</li> </ul>  | <ul style="list-style-type: none"> <li>• Experience of working with young people or adults with</li> </ul>  |

|                  |  |   |
|------------------|--|---|
|                  | commitment to gain the required skills, knowledge and experience is vital.   | learning disability, challenging behaviour. <ul style="list-style-type: none"> <li>• Experience from a supported living setting.</li> <li>• Experience of working with a positive behaviour support model.</li> </ul>   |
| <b>Knowledge</b> |  | <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• Relevant legislation</li> <li>• Autism and Asperger's</li> <li>• Trauma and Attachment</li> <li>• Mental capacity and DOLS</li> <li>• Health and Safety.</li> </ul>  |
| <b>Skills</b>    | <ul style="list-style-type: none"> <li>• Good written and verbal communication skills.</li> <li>• Be able to work as part of a team or using own initiative.</li> <li>• Able to build positive relationships with Young people and a variety of professionals.</li> <li>• Able to engage with young people to support them to develop confidence, resilience and level of independence.</li> <li>• To be able to be a positive and consistent role model.</li> </ul> |   |
| <b>Other</b>     | <ul style="list-style-type: none"> <li>• Consistency</li> <li>• Reliability</li> <li>• Punctuality</li> <li>• Flexibility</li> <li>• Enthusiasm</li> </ul>   | <ul style="list-style-type: none"> <li>• Seeks out advice and supervision whenever necessary;</li> <li>• Attends and contributes to supervision suggested solutions, as well as an agenda of items to discuss;</li> <li>• Always makes high quality and well-presented written and spoken reports and records.</li> <li>• To make yourself available for regular professional supervisions (and an appraisal at least once).</li> </ul> |

Jobholder..... Signed.....  
Date.....

New staff must be comfortable using an electronic care recording system on a daily basis to document, monitor, and update children and young people's records accurately. Experience with Clearcare is an advantage, but not essential, as full training will be provided. However, all staff are expected to confidently use digital systems as part of their day-to-day role.