

JOB DESCRIPTION

Job Title	CHILDREN & YOUNG PEOPLE'S SUPPORT SERVICE WORKER
Department	Children & Young People's Support Service
Responsible to	Social Work Team Manager / Operations Manager
Responsible for (if applicable)	n/a

Overall Purpose/Aim:

To represent Key Assets while providing a comprehensive and flexible support to foster carers and children/young people as required.

Core Tasks

I) Direct Support

- Undertake structured supervision and observation of contact with family members which may entail participating in activities both within and outside the agency premises
- Provide transport and/or escort to children and young people where necessary and appropriate
- Support children and young people on an individual or group basis in a flexible and creative way through a variety of activities and events
- Co-ordination of events and children's activities as required

II) Administration

- Keep comprehensive records of work undertaken and provide these promptly in line with Key Assets Policies and Procedures alongside preparing other appropriate records; including preparing reports for reviews, case conferences and courts
- Keep confidential data secure in line with Key Assets Policies and Procedures

III) Health & Safety

- Observe and implement Child Safeguarding Procedures and adhere to safer caring guidelines
- Ensure that Health and Safety is observed in the course of employment, and comply with all Key Assets Policies and Procedures and the relevant government care standards
- Create and maintain a safe and clean environment
- Ensure, through active involvement in the assessment processes and outcomes that all activities are thoroughly risk assessed

IV) Working in Partnership

- Provide a service which promotes equality, diversity and rights for all children and young people and all associated with the service
- Liaise with other agencies and professionals
- Where appropriate support children/young people through specialist bespoke services i.e. Leaving Care, Disability and Education Services, Parent and Child placements and work in partnership to promote business growth with purchasers
- Participate in team parenting meetings and other professional meetings

- Demonstrate a commitment to further professional development and support and contribute to the learning of colleagues, carers and students

Additional Duties

- The post holder will be expected to demonstrate that Key Assets *Values* are at the centre of all they do.
- The post holder will be expected to undertake training and development deemed necessary for the pursuance of the post
- The post holder will be expected to reach a minimum basic standard of I.T. competence to be able to use Company electronic systems effectively
- The post holder will be expected to ensure to comply with Equal Opportunities Policy and Procedure in all employment practices
- The post holder will be expected to work in a manner which is inclusive of all employees and stakeholders, which includes Aboriginal and Torres Strait Islander's, people who identify as LGBTI, people of all ages, people with disability and those from culturally and linguistically diverse background
- The post holder will be expected to comply with the no smoking policy in place and ensure that Health and Safety is observed in the course of employment
- Ensuring compliance with safeguarding procedures, throughout all work within the Company, keeping the Operations Manager/equivalent informed of work in progress and informs the Operations Manager/equivalent immediately of any child protection matter or serious complaint.

It is the nature of work of Key Assets that tasks and responsibilities are, in many circumstances, unpredictable and varied. All staff are, therefore, expected to work in a flexible way when the occasion arises where tasks are not specifically covered in the Job Description and have to be undertaken.

Key Assets makes use of the Working with Children Check Employment Screening system, which facilitate the checking of individuals' criminal records by employers where such individuals are employed in 'regulated business'. You may be required to consent to and apply for a Working with children Check at regular intervals during your employment in this post and any offer of employment is provisional and conditional on the satisfactory outcome of the Working with Children check. This is because this role involves access to children and young people and/ or sensitive data. It is a criminal offence to apply for a Working with Children Check if you have previously applied and been refused one. Please disclose such information to Key Assets.

**PERSON SPECIFICATION CASUAL
CHILDREN & YOUNG PEOPLE'S SUPPORT SERVICE WORKER**

Note to Applicant: When completing your application form you should demonstrate the extent to which you have the necessary education, experience, knowledge and skills identified for the post.

Key: Assessed by Application Form: **A**
 Assessed at Interview: **I**
 Assessed by Test/ Exercise **T**
 Assessed by Documentary Evidence **D**

	<u>Essential/ Desirable</u>	<u>Shortlisted Criteria</u>	<u>A</u>	<u>I</u>	<u>T</u>	<u>D</u>
<u>Education/ Qualifications</u>						
<ul style="list-style-type: none"> Certificate III in Children's Service/ equivalent qualifications/ training in youth or social care 	Desirable		✓	✓		✓
<u>Experience/ Training</u>						
<ul style="list-style-type: none"> Must be able to evidence 2 years' experience of working directly with children/young people, including Teenagers, in the care system or other relevant field both through individual and group work 	Essential	✓	✓	✓		
<ul style="list-style-type: none"> Evidence experience of working with children with challenging behaviour in an effective and appropriate way 	Essential	✓	✓	✓		
<ul style="list-style-type: none"> To be able to evidence an understanding of the use of IT and electronic communications including the use of Microsoft Office in particular Word, Excel and Outlook email 	Desirable		✓	✓	✓	
<ul style="list-style-type: none"> Knowledge and experience of the issues related to working with disabled children and young people and their families 	Desirable		✓	✓		
<u>Knowledge</u>						
<ul style="list-style-type: none"> A reasonable knowledge of Child Safeguarding Procedures 	Essential		✓	✓		
<ul style="list-style-type: none"> A good working knowledge of effective administrative systems and processes 	Desirable		✓	✓		
<u>Personal Qualities</u>						
<ul style="list-style-type: none"> Ability to communicate clearly and sensitively with young people and adults 	Essential			✓		
<ul style="list-style-type: none"> Be able to demonstrate effective communication in writing 	Essential	✓	✓		✓	
<ul style="list-style-type: none"> Ability to work on own initiative and as part of a team 	Essential		✓	✓		
<ul style="list-style-type: none"> An interest in sport, educational and leisure activities 	Essential	✓	✓	✓		
<ul style="list-style-type: none"> Reliability, flexibility and dependability 	Essential			✓		
<ul style="list-style-type: none"> Ability to create a positive working environment where people have the opportunity to reach their potential 	Essential			✓		
<ul style="list-style-type: none"> Ability to maintain confidentiality 	Essential		✓	✓		
<ul style="list-style-type: none"> Ability to work under pressure and handle changing priorities 	Essential	✓	✓	✓		
<u>Miscellaneous</u>						
<ul style="list-style-type: none"> A commitment to Equal Opportunities in all work practices 	Essential			✓		
<ul style="list-style-type: none"> Ability and willingness to travel extensively on a variety of road systems, including occasionally residing away from home when needed or necessary 	Essential			✓		
<ul style="list-style-type: none"> Ability and willingness to work flexibly including weekend, early morning and evening work as necessary 	Essential		✓	✓		
<ul style="list-style-type: none"> Must possess a full driving licence C or A class and have use of a registered vehicle which is roadworthy and equipped to meet 	Essential	✓		✓		✓

Australian safety standards						
<ul style="list-style-type: none"> To be confident transporting children and young people in sometimes stressful/ difficult situations 	Essential			✓		
<ul style="list-style-type: none"> Be prepared to seek advice where necessary 	Essential			✓		

Candidate Verification/Acceptance of Position Description

I, have read, understood and accept all terms of my employment with Key Assets as set out in the above Position Description.

I also understand that by accepting this offer via text verification constitutes as a legal signature confirming that I acknowledge and accept all terms and conditions provided in this document and all other documents attached.

[#if [acceptance_calc] != "--"]

ACCEPTED for and on behalf of the EMPLOYEE:

Acceptance of Employee

[acceptance_status]

Name of Employee

[candidate_name]

Date

[acceptance_calc]

[#else]

CONTRACT NOT ACCEPTED AS YET

[/if]