

JOB DESCRIPTION

Job Title: Youth Mentor – Supporting Families First (Edge of Care)

Directorate & Section/Unit: Children, Families and Communities Supporting Families First (Edge of Care)

Reporting to: Team Manager for Supporting Families First (Edge of Care)

Management responsibility for (Level 1 Manager and above):

Supervisory responsibility for (Level 1 Supervisor):

Headcount and FTE of staff:

Salary Grade: Scale 5

WCC Management Level: Manager *Frontline staff; Supervisor Level 1; Level 1,2,3,4,5*

**Delete/amend as appropriate*

Number of Direct Reports:

Our People Values:

To uphold and act in accordance with Worcestershire County Council's values;

- **Customer Focus** – Ensure delivery of a high-quality service which meet the needs of customers.
- **Can Do Culture** – Be proactive to achieve excellence, finding solutions and creative ways of working.
- **Freedom within Boundaries** - Make constructive change through cohesive decision making, ensuring services are responsive.

Purpose of job:

- To have operational youth work responsibility for service users within the case load of the Edge of Care Team where they will work to their own initiative under the delegated responsibility of a line manager as appropriate, with responsibility for ensuring positive outcomes and targets as agreed.

Main Activities & Responsibilities:

- Support young people and their families who have been referred through the Team
- Work face-to-face on an individual and group basis with young people and their families
- Source and locate relevant local activities and activity centres (e.g. young persons' centre)
- Work with local partners who provide activities for young people
- Work with and engage with schools, colleges and educational settings in the support of relevant activities
- Work with young people in a variety of settings
- Understand the of issues and concerns facing young people
- Deliver positive activities to young people
- Plan and deliver a range of programmes of positive activities
- Monitor outputs and outcomes against targets
- Support young people to be happy, healthy and safe

- Be aware of risk and vulnerable situations when working with young people and families
- Work effectively with partner agencies to deliver a quality service, focussed on achieving positive change for individuals
- Keep up-to-date with best practice and research youth activities
- Contribute to the continuing development of Supporting Families First (Edge of Care) Team.
- Take all reasonable steps to ensure the safety of self and service users
- To attend meetings and present information confidently and to receive advice and support from other professionals
- To attend and be actively involved in team meetings and supervision
- To respond in a timely manner to families and professionals
- Empower young people and their families to engage in activities
- To gain and represent the voice of young and their families and to seek to feedback on or from the intervention
- To be aware of the different strands of diversity when working with young people and families
- Be committed to safeguarding children and young people from CSE, abuse, extremism and domestic abuse

Generic Accountabilities:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
- To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate's Health and Safety Policy
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equality and Diversity Policy
- To act as the designated Information Access Co-ordinator for (*Insert name of Directorate*), in accordance with the roles defined in the Joint ICT/IM Strategy
- To act as the designated Records Management Liaison Officer (*Insert name of Division*), in accordance with the roles defined in the Joint ICT/IM Strategy
- To act as the Information Technology Liaison Officer, in accordance with the roles defined in the Information & Business Systems service level agreement
- The nature of the work requires duties to be undertaken which will involve lifting carrying and moving for which appropriate training will be provided. The post holder must be able to physically deliver these
- Working with some vulnerable children, young people and adults can, at times, be emotionally challenging for which appropriate support will be provided through

management supervision. The post holder must be able to deal with such mental demands.

- This post is exempt from the Rehabilitation of Offenders Act and / previously met the definition of Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006) and is therefore subject to an enhanced Criminal Records Check (Via the Disclosure Barring Service, DBS) (as defined by the Police Act).
- This post meets Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) and is subject to an enhanced Criminal Records Check (Via the Disclosure Barring Service, DBS) and the relevant children and/ adults barred list(s) checks.
- The Code of Practice on the English Language Requirement for Public Sector Workers (the fluency duty) applies to this post. Therefore, an ability to fulfil all spoken aspects of the role with confidence through the medium of English is essential for the post.

Contacts:

In all contacts the postholder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Elected Members, Directors, Heads of Service, Senior Managers, Management Teams, Managers &
Staff across all directorates, Project Staff, Governors, Head Teachers, Teachers, Support and other school-based staff

External: District & County Councils, Government Agencies & Departments, NHS, Clinical Commissioning Groups, Healthcare Professionals, Police, Fire, Probation Service, Educational Settings, Suppliers,
Contractors, Service providers, Statutory and Voluntary Organisations, service users, clients,
customers, parents & pupils, members of the public, volunteers

Notes:

- The Council reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- Reasonable adjustments will be considered as required by the Disability Discrimination Act.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equal Opportunities Policy.

Additional Information:

- This post is politically restricted under the terms of the Local Government and Housing Act 1989 ****Delete if not applicable***
- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustments will be considered as required by the Equality Act

Author: Grace Edgar

Date: 15th May 2019

Date of grading confirmation:

