

JOB DESCRIPTION		
POST TITLE: Support Worker (Young Parents' Service)	LOCATION: Blackburn	
HOURS OF DUTY: 37 hours per week	GRADE: SCP5-6	SALARY: £19,312 - £19,698 per annum Plus Sleep-in payment of £37.07 per night
RESPONSIBLE TO: Unit Manager	MAIN CONTACTS: <u>Internal</u> <ul style="list-style-type: none"> ◆ Unit Staff ◆ Other Caritas staff ◆ Clients and babies / children <u>External</u> <ul style="list-style-type: none"> ◆ Children's Services Staff ◆ Benefits Agency Staff ◆ GPs, Health Visitors and other Health Professionals ◆ Housing Department Staff ◆ Parents / Carers ◆ Education / Training Providers ◆ Courts and Legal Professionals ◆ Supporting People Commissioners ◆ Other statutory / voluntary / advisory organisations 	
RESPONSIBLE FOR:		
SPECIAL CONDITIONS OF SERVICE: <ul style="list-style-type: none"> ◆ Enhanced Disclosure & Barring Service check required ◆ Shift working which includes unsocial hours and weekend working ◆ Flexibility to ensure service need is met ◆ Sleep-in duties 		
MAIN PURPOSE OF THE POST: To provide practical support and supervision to the young women and their babies / children, and to bring any matters of concern to the Unit Manager.		



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SUPPORT WORKER (YOUNG PARENTS' SERVICE)

CARITAS DIOCESE OF SALFORD PRINCIPLES AND VALUES

The post-holder will be required to work within and represent the principles, ethos and values of Caritas Diocese of Salford in all aspects of their work.

POLICIES AND PROCEDURES

The post-holder will work in line with the Policies & Procedures of Caritas Diocese of Salford. They will also be required to ensure that service users/clients, staff and volunteers are treated in accordance with the Equal Opportunities policy of Caritas Diocese of Salford with particular emphasis on anti-discriminatory practice and the promotion of the rights of children, young people and vulnerable adults.

SAFEGUARDING

Everyone at Caritas has a safeguarding responsibility. As part of the role the post-holder will undertake mandatory safeguarding and Prevent training as part of their induction. The post-holder will be required to ensure that children, young people and vulnerable adults are safeguarded. The role includes a duty to refer any safeguarding concerns they may have to their line manager.

MAIN TASKS AND RESPONSIBILITIES

1. To provide practical support and supervision to the clients.
2. To ensure the accommodation enables clients to enjoy the services of the Unit.
3. To ensure common areas are safe, clean and non-hazardous. To participate in fire drills, fire safety inspection and carry out regular supervisory rounds of the building.
4. To carry out initial interviews and establish support plans with women and families who are vulnerable.
5. To support clients in the development of independent living skills in line with their support plan, e.g. maintenance of tenancy, budgeting, household and domestic duties, and to promote confident parenting.

6. To assume Key Worker role with specific clients and to maintain accurate and appropriate written records relating to key working sessions.
7. To promote information sharing and multi-agency working through liaison with a variety of agencies such as Social Workers, health care professions, Benefits Agency, Housing Department staff and other agencies, accompanying clients to such offices/clinics as appropriate in agreement with the Unit Manager, to secure improved outcomes for clients and their children.
8. To participate in relevant meetings relating to clients and to prepare accurate written reports where appropriate.
9. To ensure that all records are completed in respect of events occurring during time on duty and to communicate appropriately with other staff.
10. To participate in staff development activities and training programmes and to be actively involved in staff meetings.
11. To undertake any other duties as may be determined by the Unit Manager.

Promotion and Fundraising:

As a charity Caritas Diocese of Salford relies on a certain amount of fundraising. All members of staff are expected to contribute to fundraising activities and to be committed to promoting Caritas Diocese of Salford at every opportunity.

Health and Safety Responsibilities relating to this post:

To promote the implementation of Caritas Diocese of Salford's Health and Safety Policies and Procedures in all aspects of your work activity. Specifically to identify risks to young parents and to report these to the key worker or your Line Manager, and to contribute to risk assessments in relation to such matters.

Health and Safety General Responsibilities:

All employees have a responsibility for their own health and safety and that of others while undertaking their duties. Employees have a general duty to assist Caritas Diocese of Salford in implementing its general statement within the Health and Safety Policy.

All employees must report workplace hazards to their Line Manager and must report any injury or illness arising from workplace activities as outlined in Caritas Diocese of Salford guidance.

**PERSON SPECIFICATION FOR THE POST OF
SUPPORT WORKER (YOUNG PARENTS' SERVICE)**

REQUIREMENT	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
Qualifications	<ul style="list-style-type: none"> ◆ NVQ Level 2 Health & Social Care (Adults) or equivalent ◆ Basic and Paediatric First Aid certificates or a willingness to undertake these within the probationary period 	<ul style="list-style-type: none"> ◆ NVQ Level 3 Health & Social Care (Adults) ◆ NNEB or other relevant professional qualification 	Application Form and certificate(s)
Skills	<ul style="list-style-type: none"> ◆ Able to communicate effectively with a variety of audiences including children, young people, colleagues and staff of other agencies ◆ Key Worker skills ◆ Able to make effective written records for all relevant purposes ◆ Able to carry out IT tasks ◆ Able to monitor and manage behaviour ◆ Able to build and maintain working relationships ◆ Able to motivate young people ◆ Able to advocate on behalf of young homeless people ◆ Able to provide a warm, caring and welcoming environment ◆ Able to work alone and be self motivated 	<ul style="list-style-type: none"> ◆ Report writing 	Application form and interview
Knowledge	<ul style="list-style-type: none"> ◆ Knowledge of the needs of homeless young people ◆ Knowledge of Safeguarding procedures 	<ul style="list-style-type: none"> ◆ Knowledge of the effects of substance misuse ◆ Knowledge of the benefits system ◆ Knowledge of legislation relating to homeless young women 	Application form and interview

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REQUIREMENT	ESSENTIAL	DESIRABLE	ASSESSMENT METHOD
		<ul style="list-style-type: none"> ◆ Understanding of child development and adolescence 	
Experience	<ul style="list-style-type: none"> ◆ Relevant experience in a personal or professional capacity 		Application form and interview
Special Conditions	<ul style="list-style-type: none"> ◆ Working shifts on a 7 day rota system which will include unsocial hours and weekend working ◆ Must be able to work within and promote the ethos and values of Caritas ◆ Sleep-in duties ◆ To work flexibly according to the needs of the service ◆ Able to contribute to promotion and fundraising on behalf of Caritas 		Interview

Note for Applicants: Please try to show on your Application Form how you meet these requirements as this will be used for shortlisting purposes.