

# Job Description and Person Specification

**Role:** Senior Adolescent Support Worker (Vanguard TIRs)



# Job Description

<b>Job Title</b>	Senior Adolescent Support Worker
<b>Grade</b>	6
<b>Service</b>	Edge of Care Services (EOCS)
<b>Reports to</b>	Edge of Care Services Manager
<b>Location</b>	City Wide
<b>Job Evaluation Code</b>	



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



# About the Service your team will provide

## Purpose of the role

- The ethos of the service will be child/young person centred and based upon a commitment to achieve working partnerships with them and their families or carers and to work in close collaboration with colleagues from other settings and agencies.
- The style of service will aim to support parents / carers in the exercise of their parental responsibilities, encourage children and young persons to develop a mature understanding of their situation and to learn to exercise personal responsibility and choice in their lives.
- To provide intensive support to young people and their families to overcome barriers which may be impacting on their health, social and emotional and educational needs to improve their outcomes and reach their full potential whilst remaining within their family setting.
- To support the Positive Directions management in the day-to-day management of the project in accordance with contractual arrangements and legislative and policy requirements.
- To be responsible, in the absence of the Positive Directions (PD) management team, for support and guidance to the PD workforce.
- To support the Vanguard training offer in the delivery of Family Valued and Trauma Informed practice across wider Children's Services.

## Main Duties & Key Accountabilities

### Core Knowledge

1. To work with PD management contributing to the planning, delivery, and review of Vanguard Services. To monitor and maintain standards against agreed criteria and objectives and to implement quality assurance systems, which reflect agreed good practice, involve users and their carer's, to work within the partnership between NHS England Vanguard and Coventry City Council Children's Services equal opportunities policy and legislative requirements.
2. To carry and be responsible for a complex caseload of young people/families (as directed by management).
3. To participate in the On-Call rota within the Edge of Care Services, providing support where necessary out of on-duty hours as well as weekend/evening work (As agreed with management).
4. To contribute to the co-ordination, attendance and, where appropriate, chair service, staff and user meetings as required.
5. To work in a co-operative manner with other agencies to achieve joint objectives and provide complementary services.
6. Ensure the most appropriate outcomes for families and their children through building strong and effective relationships with young people and their families/carers)
7. Develop and implement effective support plans on a regular basis with families and professionals.
8. To participate in initial visits, midway reviews, and closure meetings with adolescent support workers and to review these when requested by management.
9. To lead on the after-care interventions programme associated to young people and families that have received services from PD.
10. To lead on the promotional presentations and workshops to the wider social care workforce, relating to Trauma Informed practice and response.

11. To ensure effective communication through written information, team briefings and staff meetings (where designated by management).
12. To contribute to training strategies which reflect the objectives and targets of the partnership between NHS England Vanguard and Coventry City Council Children's Services, which promote and maintain a learning culture within the workplace.
13. To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
14. It will be necessary to work with information technology and associated systems in accordance with Council policies.
15. To maintain confidentiality and observe data protection and associated guidelines where appropriate.
16. Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> Police Child Adolescent Mental Health Services CAMHS	<b>Internal</b> Childrens Services Education and Schools
--	--

## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### **Smoke Free**

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### **Training**

The postholder must attend any training that is identified as mandatory to their role.

**Staff managed by postholder:**

# Person specification

<b>Job Evaluation Code</b>	
<b>Knowledge</b>	
<p>An understanding of issues which impact on young people's ability to respond to and manage situations effectively including a thorough knowledge of issues relating to child protection and safeguarding</p> <p>Knowledge of Health and Safety at Work and how to work to relevant risk assessments in place and support staff to do so where necessary.</p>	
<p>A knowledge and understanding of Family Valued, Trauma Informed, Evidence Based practice, coupled with protective measures and solution focused methods of intervention</p> <p>Knowledge and understanding of Local Safeguarding Board procedures and the risk management of children/young people who are/may be at risk.</p>	
<p>A knowledge and understanding of risk assessment, risk tolerance, risk management and casework methodologies.</p>	
<b>Skills and Abilities:</b>	
<p>Have an understanding of equal opportunity and discrimination and how to ensure issues of discrimination are addressed appropriately. EOC management in ensuring staff work in an anti-discriminatory/anti oppressive way, and support staff to be able to develop a good understanding of these values and how they should be incorporated into their day to day practice.</p>	
<p>Management skills e.g.</p> <ul style="list-style-type: none"><li>• Demonstrate effective time- management, organisational and planning skills.</li><li>• Able to work on own initiative but seek support when necessary.</li><li>• Able to support management in implementing key tasks and objectives when requested to do so.</li><li>• Advise staff on key tasks and objectives (as and when directed by management).</li><li>• Able to always represent the organisation in a professional and credible manner.</li></ul>	
<p>Leadership skills e.g.</p> <ul style="list-style-type: none"><li>• To be able to support the staff team through challenging times such as increase in referrals or changes to service operations.</li><li>• Able to recognise issues that require the attention of EOC management, regarding alleged misconduct of any employee and notify them accordingly.</li></ul>	
<p>Able to make decisions within a short time frame when necessary.</p>	
<p>Team building e.g.</p> <ul style="list-style-type: none"><li>• Ability to work in conjunction with others in the team and support the work of colleagues where appropriate.</li><li>• Ability to promote and develop the professional skill base of the team members.</li></ul>	
<p>Able to work on own initiative.</p>	

<p><b>Staff development –</b> Able to support management in developing skills and knowledge of the EOC Workforce and service .</p>
<p>Communication - written and verbal – e.g.</p> <ul style="list-style-type: none"> <li>• Demonstrate skills in communicating effectively via written reports, email, media presentations, multi professional meetings etc.</li> <li>• Able to hold discussions with parents, children, colleagues and other professionals and present cases and pass on information coherently.</li> <li>• Able to support staff in developing skills in communicating with children, young people and their families who are difficult to engage.</li> <li>• Able to participate and contribute effectively in meetings relating to staff or young people.</li> </ul>
<p>Able to give clear instruction and advise to staff whilst working directly with children and young people</p>
<p>Direct work with children, young people and families-</p> <ul style="list-style-type: none"> <li>• Ability to be able to carry out high level risk assessments and interventions to support young people remain within the family home.</li> <li>• To be able to provide parenting support and behavioural management strategies.</li> <li>• Able to understand evidenced based interventions/practice and some Social Work models/theories via direct work with children, young people and families.</li> <li>• Able to encourage service users to express their wishes and needs and act as an advocate when necessary.</li> </ul>
<p>Able to ensure that the welfare of children and young people are safeguarded and implement strategies that ensure children and young people's exposure to risk is minimised.</p>
<p><b>Experience</b></p> <p>Experience of working with young people who have complex needs and exhibit emotional and behavioural difficulties</p>
<p>Experience of creative and innovative approaches to engage vulnerable and hard to reach young people</p>
<p>Experience of recording sensitive information, maintaining case files, and adhering to confidentiality policies.</p>
<p><b>Qualifications</b></p> <p>Professional qualification relevant to working with children, which must be at minimum of Level 3 Diploma in Children and Young People.</p>
<p><b>Special Requirements</b></p> <p>This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</p>

<b>Date Created</b>	March 2023	<b>Date Reviewed</b>	
---------------------	------------	----------------------	--