



Coventry City Council

Job Description

Job Title:	Senior Adolescent Support Worker	Job Number:	L3621D
Services:	Edge of Care Services (EOCS)	Grade:	6
Location:	City-wide		

Job Purpose:

- 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 in order to improve their outcomes and reach their full potential whilst remaining in their family setting.
- To support the Senior Practitioner in the day to day management of the Edge of Care Services in accordance with legislative and policy requirements.
- To be responsible, in the absence of the Senior Practitioner, for the day to day management of the Edge of Care Services.
- To support the Senior Practitioner in developing and managing a high quality and efficient Edge of Care Services to meet the needs of children, and young people at risk of coming into care.

Main Duties and Responsibilities:

1. To work with and report to the Senior Practitioner contributing to the planning, delivery and review of Edge of Care 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 City Council equal opportunities policy and legislative requirements.
2. To carry a small caseload of cases.
3. To participate in a managers ON-CALL rota within the Edge of Care Services providing support where necessary out of on-duty hours as well as weekend/evening working as part of a shift pattern.
4. To provide effective support to staff team. Identify gaps in knowledge and skills and support with the implementation of training plans.
5. In the absence of the Senior Practitioner, co-ordinate, attend and, where appropriate, chair



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service, staff and user meetings as required.

6. To work in a co-operative manner with other agencies to achieve joint objectives and provide complementary services.
7. Ensure the most appropriate outcomes for families and their children through building strong and effective relationships with young people and their families/carers)
8. Develop and implement effective support plans on a regular basis with families and professionals. To participate in initial visits, midway reviews and closure meetings with allocated adolescent support worker and to review these on a regular basis with the worker, families and professionals where applicable.
9. To lead case discussions and peer group sessions with adolescent support workers.
10. Provide timely and effective intensive interventions to support young people and their carers, undertaking intensive home visiting and support using solution focussed approaches and evidence based practice.
11. To ensure effective communication to all staff through written information, team briefings and staff meetings.
12. To provide supervision in accordance with agreed policies.
13. To contribute to training strategies which reflect the objectives and targets of the service and which promote and maintain a learning culture within the workplace. To undertake essential training to fulfil this.
14. To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
15. It will be necessary to work with information technology and associated systems in accordance with Council policies.
16. To maintain confidentiality and observe data protection and associated guidelines where appropriate.

Any other duties/responsibilities in line with service development, & within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being

abused or neglected

- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

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

Responsible for:	Adolescent Support Workers	Responsible to:	Edge of Care Services Manager
Date Reviewed:	March 2018	Updated:	



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Person Specification

Job Title:	Senior Adolescent Support Worker	Job Number:	L3621D
Services:	Edge of Care Services	Grade:	6
Location:			

Area	Description
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Knowledge:	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
	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.
	A knowledge and understanding of Evidence Based practice, protective measures and solution focussed methods of intervention
	Some knowledge of Local Safeguarding Board procedures and the risk management of children/young people who are/may be at risk.
	A knowledge of risk assessment, care management and casework methods.

Skills and Abilities:	Have an understanding of equal opportunity and discrimination and how to ensure issues of discrimination are addressed appropriately. Able to support the Senior Practitioner in ensuring staff work in an anti-discriminatory/anti oppressive way and ensure that staff are able to develop a good understanding of these values and how they should be incorporated into day to day work.
	Management skills e.g. <ul style="list-style-type: none">• Demonstrate effective time- management, organisational and planning skills.• Able to work on own initiative but seek support when necessary.• Able to support the Senior Practitioner implementing key tasks and objectives.• Advise staff on key tasks and objectives.• Able to represent the organisation in a professional and credible manner at all times.
	Leadership skills e.g. <ul style="list-style-type: none">• To be able to support the staff team through challenging times such as increase in referrals or changes to service• Able to recognise issues that require the attention of Senior Practitioner with regard to alleged misconduct of any employee and notify them accordingly.• Able to make decisions within a short time frame when necessary.



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	<p>Team building e.g.</p> <ul style="list-style-type: none"> • Ability to work in conjunction with others in the team and direct the work of colleagues where appropriate. • Ability to promote and develop the professional skill base of the team members. • Able to work on own initiative.
	<p>Staff development –</p> <ul style="list-style-type: none"> • Able to provide formal and informal supervision, identify appropriate Personal Development plans and ensure their implementation and review as necessary. • Able to support staff in developing skills and knowledge.
	<p>Communication - written and verbal – e.g.</p> <ul style="list-style-type: none"> • Demonstrate skills in communicating effectively via written reports, email, media presentations, multi professional meetings etc. Able to support and give feedback to staff who compiles relevant reports. • Able to hold discussions with parents, children, colleagues and other professionals and present cases and pass on information coherently. • Able to support staff in developing skills in communicating with children, young people and their families who are difficult to engage. • Able to participate and contribute effectively in meetings relating to staff or young people. <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"> • Ability to be able to carry out high level risk assessments and interventions to support young people remain within the family home. • To be able to provide parenting support and behavioural management strategies. • Able to understand evidenced based interventions/practice and some Social Work models/theories that will support staff in their implementation via direct work with children, young people and families. • Able to support staff in encouraging service users to express their wishes and needs and act as advocate when necessary. • Able to ensure that the welfare of children and young people are safeguarded and advise staff on implementing strategies that ensure children and young people's exposure to risk is minimised.

Experience:	Experience of working with young people who have complex needs and exhibit emotional and behavioural difficulties
	Experience of creative and innovative approaches to engage vulnerable and hard to reach young people
	Experience of recording sensitive information, maintaining case files and adhering to confidentiality policies

Educational:	Professional qualification relevant to working with children, which must be at minimum of Level 3 Diploma in Children and Young People.
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Special Requirements:	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).
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Date Reviewed:	March 2016	Updated:	
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