



Coventry City Council

Job Description

Post:	Adolescent Support Worker	Job Number:	
Service:	Children's Services	Post Number:	
Location:	Citywide	Grade:	5

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.

Job Purpose:

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.

Main Duties and Responsibilities:

- Provide timely and effective intensive interventions to support young people and their carers
- Ensure the most appropriate outcomes for families and their children through building strong and effective relationships with young people and their families/carers)
- Enable families to function as effectively as possible
- To engage and develop effective relationships with young people and families referred to the crisis intervention team
- Develop and implement effective support plans in liaison with the family and other professionals
- Review support plans on a regular basis with families and professionals
- Undertake intensive home visiting and support
- Undertake solution focused approaches and evidence-based practice
- Provide information about all local services relevant to meet the needs of the family and support them in accessing services
- Be part of a duty rota system that involves working some evenings and weekends.
- Any other duties and responsibilities 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 Workforce Diversity and Inclusion Policy.

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

Responsible for:

Responsible to: Senior Practitioner / Senior Adolescent Support Worker

Date Reviewed: January 2012

Updated: March 2021



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Person Specification

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Area	Description
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Knowledge:	<ul style="list-style-type: none">• An understanding of issues which impact on young people's ability to respond to and manage situations effectively.• Understanding of appropriate and effective problem-solving intensive interventions with young people including 1:1 support and work with families.• A thorough knowledge of issues relating to child protection
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Skills and Abilities:	<ul style="list-style-type: none">• Ability to motivate young people.• Ability to establish good working relationships with young people based on respect and openness.• Ability to work using own initiative.• Ability to work effectively within teams and as an individual• Ability to communicate effectively and form good working relationships with young people and their families to support and motivate them to address issues which may be creating barriers .• Ability to manage, update and prioritise case work/files.• Effective written, verbal and presentation skills and demonstrate ability to write clear, concise reports, case notes and support plans• Ability to manage and prioritise own workload.• Ability to undertake appropriate assessments of the needs of young people and their families to support and implement effective support plans.• Ability to provide a positive role model for young people.
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Experience:	<ul style="list-style-type: none">• 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.
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Educational:	<ul style="list-style-type: none">• NVQ Level 3 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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