

INLUDEM JOB DESCRIPTION (under review)

Role: Assistant Project Worker
Reporting to: Team Manager
Salary: Includem Points 1 to 3

ROLE DESCRIPTION

The role of the Assistant Project Worker is to support young people in line with devised support plans for young people. Dependant on experience the Assistant Project Worker may hold some of their own cases, under robust supervision of the Team Manager, and they will be responsible for coordinating all communication with regards to the young person.

PURPOSE & CONTEXT

To support vulnerable Young People in line with Includem's Framework of Intervention to increase social inclusion. Assistant Project Worker will work with others in providing the 'scaffolding' of support required by young people. Assistant Project Workers will work closely with parents, families and other professional staff and demonstrate their ability to build effective 1:1 relationships.

PRIORITIES AND OBJECTIVES

The key priorities and objectives of the post relate directly to the achievement of Includem's key aims. Objectives should be agreed in conjunction with the Assistant Project Workers line manager.

SKILLS/ KNOWLEDGE & EXPERIENCE

- Evidences the ability to pro-social role model
- Understands the benefit of teamwork
- Evidences the ability to define appropriate service standards
- Has experience of Social Work Department systems and working within current legislation relating to Children's Hearing
- Understands the 'partnership' approach to supporting young people
- Demonstrates ethical behaviour
- Can evidence a flexible approach to hours of attendance
- Evidences the ability to establish a mutually trusting , open and non-judgemental relationship with young people
- Essential Requirement to have full valid driving licence with access to car for work purposes

KEY RELATIONSHIPS

Person(s);
Allocated Young Person(s) and their family
Mentor
Project Worker
Team Managerw

KEY PRIORITIES AND OBJECTIVES

Leadership and Teamwork

- To inspire and motivate young people
- To respond positively to colleagues requiring help or support
- To coach and direct young people

Networking and Influencing

- To persuade young people to progress objectives/support plan
- To seek out and build relationships with others who can provide young people with support

Continuous Improvement

- To continually seek to improve own contribution to the realisation of young people support plans
- To take responsibility for ensuring own contribution to support plans are delivered

Interpersonal Skills

- To establish a mutually trusting, open and non-judgemental relationship with young people
- To gain the cooperation of young people

Communication and Information

- To plan own time well and work to plan
- To participate in meetings in an active, cooperative and courteous manner
- To promote and reinforce Includem's key elements consistently and positively

Professional Boundaries

- To adhere to Includem's values and beliefs and act in accordance with them at all times
- To be objective, fair and impartial in dealings with young people

Managing Resources

- To monitor own expenditure to ensure spending is within agreed limits
- To manage the use of resources to ensure best value

Managing Self

- To focus on the situation, issue or behaviour rather than the young person
- To make good use of time and resources
- To help young people resolve problems

Performance Management

- To be proactive when participating in performance reviews
- To act in line with specific direction
- To take ownership of things to be done

Service Delivery

- To challenge young peoples values and attitudes in a supportive manner
- To ensure the safety and welfare of young people
- To establish clear, consistent and predictable expectations of young persons behaviour

Assistant Project Worker - Person Specification

Essential Criteria	Method of Assessment		
	Application Form	Group Stage Interview	Individual Interview
<p>Skills & Experience</p> <ul style="list-style-type: none"> • Experience of effectively engaging vulnerable young people and families who are likely to have faced challenging life circumstances, and supporting them to achieve positive change. • Ability to recognise situations in which people are in crisis or at risk and able to use support to determine appropriate interventions • Ability to respond flexibly to changing situations led by the needs of young people and families. • Excellent organisational and planning skills • Effective team player who is also confident working independently • Self-motivated and flexible • Ability to provide emotional, practical and social support to young people and families • Excellent communication skills, both written and verbal • Ability to routinely evidence practice, including contributing to formal reports • Reliability and commitment to deliver the relationship-based model of intervention • Ability to drive and have access to your own car for work purposes 	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>	<p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p> <p>√</p>
<p>Education/Qualifications Willing to work towards SVQ Level 3/appropriate professional qualifications for SSSC registration.</p>	√		

<p>Values & Behaviours</p> <p>Ability to demonstrate, understand apply our organisational values which are clearly aligned to the SSSC Codes of Practice. These are embedded in all roles and applicants must evidence their attitudes/behaviours as part of the application process: -</p> <ul style="list-style-type: none"> • Respect • Collaboration • Participation and Dignity • Empowerment 	√	√	√
<p>Desirable Criteria</p> <p>SVQ Level 3 within a relevant discipline (recognised by SSSC)</p>	√		