# **Job Description**

# **Young Person’s Worker**

**Job title:** Young Persons Worker

**Reporting to:** Young Person’s Lead Worker, Home based initially - covering mainly Tamworth, Lichfield and Cannock Client Focus Area with expectation to travel to main office in Burton on Trent for training and meetings.

**Salary:** £22,000 pro rata 2 Years Initially and then subject to funding.

**Hours:** 18.00 hours per week

**Holidays:** 22 days statutory entitlement (including 8 bank holidays)

**Young Person’s Worker’s Main Duties & Responsibilities**

* To support the aims, values and working principles of SARAC and to work in alignment with SARAC’s policies and procedure.
* To take all possible steps to ensure the safety and confidentiality of the service users, staff and volunteers at SARAC and abide by Data Protection Policy and Procedure.
* To adhere to the British Association of Counselling and Psychotherapy ethical framework.
* To offer a professional one to one trauma-informed counselling and emotional support service to young people referred to SARAC presenting as victims of sexual abuse.
* To work in liaison with and take supervisory instruction from the Young Person’s Lead Worker in the management of the Young Person’s project ensuring that prescribed outcomes are delivered, and funding spent appropriately.
* To ensure the accurate monitoring of beneficiaries and spend as set out for the project.
* To collect, maintain, analyse, and report on quantitative and qualitative data for the Young Person’s project.
* To contribute to the development and delivery of additional services for young person’s aged 11-18 as identified through feedback and evaluations of the service by service users.
* To raise the profile of SARAC and knowledge of the services to the wider community.
* To assist in delivery of training to a variety of audiences.
* To assist in the preparation of training materials.
* To undertake service user centred referrals, risk assessments and care plans to ensure service users receive bespoke, timely and flexible support.
* To work collaboratively with young people and/or appropriate agencies to help identify, understand, resolve or manage issues which are negatively impacting the service users mental health.
* To support SARAC service users via digital and face to face sessions and manage case load effectively.
* To assess risk of harm to service users/self/others and to take action as appropriate in relation to safeguarding of children and vulnerable adults.
* Undertake counselling supervision as directed by SARAC.
* To undertake SARAC training as and when required and maintain continuous personal development that will benefit the service.
* To attend all related meetings or case conferences, SARAC’s Annual General Meetings and others as required including external multi-agency networking events.
* To undertake other tasks within the spirit of the job as deemed appropriate by the Service Manager.

## Young Person’s Worker – Person Specification

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| **Criteria** | **Essential** | **Desirable** |
| Counselling qualification at diploma level or above | 🗸 |  |
| Membership of BACP or working towards membership of BACP or other relevant professional body |  | 🗸 |
| Post qualification or training in working with trauma and /or victims of sexual violence |  | 🗸 |
| Knowledge and experience in working with young people 11 to 18 years | 🗸 |  |
| Experience working as a counsellor or emotional support worker. |  | 🗸 |
| Experience/knowledge of working with child survivors of sexual abuse |  | 🗸 |
| Knowledge of adult and child safeguarding issues, legislation and best practice | 🗸 |  |
| Ability to demonstrate a high degree of professionalism in the face of highly emotive/distressing problems | 🗸 |  |
| Understanding of anti-discriminatory working principles and practices and of the importance of an ethos of diversity. | 🗸 |  |
| Willingness to undertake SARAC training both initially and ongoing | 🗸 |  |
| Commitment to on-going professional learning and development | 🗸 |  |
| Experience in networking with a wide range of individuals and organisations |  | 🗸 |
| Excellent verbal and written communication skills | 🗸 |  |
| Excellent presentation skills | 🗸 |  |
| Experienced in writing reports and producing statistical data  | 🗸 |  |
| Ability to adhere to organisational policies and practices | 🗸 |  |
| Experience of working within a funded project framework. |  | 🗸 |
| Ability to organise and prioritise own work and work to deadlines | 🗸 |  |
| Have a flexible approach to working hours including occasional evening and weekend work | 🗸 |  |
| Possess a full driving licence and use of own vehicle | 🗸 |  |