

## Children and Young People's Service

### Early help and Prevention Services – Job Description

<b>POST:</b>	Youth Practitioner
<b>GRADE:</b>	<b>PO1</b>
<b>RESPONSIBLE TO:</b>	Youth Engagement Co-coordinator/Team Manager
<b>RESPONSIBLE FOR:</b>	None

#### **BASIC OBJECTIVES OF THE POST**

1. Engage with young people to enable them develop their potential to be safe social and successful
2. Improve outcomes for vulnerable young people and families in Haringey
3. Contribute to personal development, educational, training and employment opportunities for young people, working to ensure inclusion and achievement
4. Prevent escalation of need and reduce demand for statutory services
5. Ensure young people are safeguarded by identifying and addressing child protection issues and concerns with colleagues as appropriate.

#### **MAIN DUTIES & RESPONSIBILITIES**

This post has the following main duties and responsibilities:

##### **Assessing need and planning support**

- Jointly develop early help assessments and outcome focused support plans with young people, their families and other professionals, which identify individual needs of the young person in relation to families and peers
- Identify and plan for specific needs of the young person with specific reference to health, relationship, education and employment needs
- Develop whole person/family, multi-agency support plans which respond to the needs of the young person, providing tailored, timely and sequenced interventions how and where they are needed.

##### **Working with young people**

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- To ensure access to and provide a programme of relevant social and educational positive activities within a designated locality which is informed and shaped by young people and Haringey's young people's strategy
- Deliver youth work and evidence based interventions with young people and families through social education activities, group work and one-to-one support, and ensure timely access to interventions provided by other agencies.
- Act as a dedicated key worker for young people – working with peers, family members and other professionals to develop, coordinate and deliver whole family support plans, including regular reviews of progress.
- Empower young people to access appropriate levels of quality advice and guidance support on a wide range of issues including education training and employment opportunities, health – including sexual health and substance misuse, personal relationships, housing
- Ensure the delivery of high quality interventions which can evidence impact, produce service improvement and make best use of the resources available through the effective use of assessment tools, action planning and review processes.
- Work persistently to empower, challenge and support young people to achieve goals, providing practical 'hands on' support, and building resilience and other life-skills.
- Ensure views and feelings of, young people and families about past present and future are explicitly reflected in assessment plans and reviews.
- Engage young people in the design, development and evaluation of services and ensure feedback and views on services delivered are captured and acted on.
- Contribute to the tracking of young people's destinations in order to identify young people who are NEET and support them in accessing pathways of support to reengage in EET.
- Support activity that enables vulnerable young people's participation including providing support to activities and forums such as Young Carers, Children in Care Council, Youth Council if required.
- Use LB Haringey guidance on need thresholds to identify increases and reduction in levels of need, managing timely and appropriate escalation and step down as appropriate

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- Participate in the supervision, review and audit of cases as and when required.

### Working in partnership

- Build effective and creative relationships with key partners such as Education, Youth Employment and Advice services, Children's Social Care, CAMHS, Youth Offending Service, Family Services, Voluntary, Community and Faith Sector, Police and Neighbourhood teams, in order to ensure that young people are identified at the earliest possible stage.
- Work within a Team Around the Family approach, as required, and lead/ challenge other professionals to deliver agreed actions towards targeted outcomes.
- Develop and maintain effective working relationships with other professionals, including practitioners in education, health, community safety, housing and the voluntary and community sector - to coordinate and deliver effective interventions.
- Work with specialist services, where required, arrange and / or attend relevant meetings such as Multi-disciplinary teams, case conferencing, professionals meetings and provide advocacy for the benefit of young people with additional and or complex needs.
- Support and advise other professionals in localities to improve the quality and professionalism of support provided to families, including consistent delivery of early help services and assessments across Haringey.

### Supporting Locality Teams

- Support the development of and work as part of a Young Haringey youth work unit
- Support the establishment of a Haringey Early Help Outcomes Framework by evidencing the impact of early help, through use of agreed tools to record and track change in young peoples' outcomes.
- Contribute to the identification and monitoring of young people and families meeting criteria for Haringey's Families First programme.
- Participate in and contribute towards own regular supervision sessions and any group supervision with the aim of improving individual work skills and practice.

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- Take a proactive approach to own professional development making the most of opportunities to develop new skills, knowledge and experience.
- Prepare reports to deadlines when required and maintain detailed case documentation files with evidence of decision making processes and statutory safeguarding actions.
- Perform any other duties as may be reasonably required within the scope of this role/ grade.

### Meeting statutory requirements

- Adhere to safeguarding, information sharing and risk assessment protocols within Adults and Children and Young People's Services, communicating risks/ issues early and taking account of personal safety and the safety of others.
- Work within LB Haringey's Information Sharing Protocol
- Work within the policies and procedures of LB Haringey with particular reference to issues of confidentiality and equal opportunities.

### Essential requirements

- Understanding, knowledge and ability to follow guidelines that ensure compliance to Health and Safety at Work, Data Protection and other statutory requirements.
- Health and Safety aspects/issues, first aid/manual handling etc in relation to working environment, ie Hazardous materials and relevant processes/legislations etc
- Knowledge and experience of using IT/working knowledge adequate or sound knowledge required etc
- Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
- To undertake any other temporary duties consistent with the basic duties and/or objectives of the post.
- This position requires the postholder to undergo a CRB (Criminal Records Bureau) check.

### MAIN CONTACTS

## Children and Young People's Service

1. Families, children and young people in Haringey
2. Practitioners, managers and staff in the Early Help and Prevention service
3. Other professionals working with families, children and young people in localities
4. Children's centres and schools

### RESOURCES

Responsible for supporting the allocation and coordination of team resources. No formal budget holding responsibility.

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### Early Help and Prevention Services – Person Specification

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<b>RESPONSIBLE FOR:</b>	None

#### The Person

**An assertive, collaborative, task focused individual with a proven ability to achieve the best outcomes for families in challenging circumstances.**

These are the qualities we believe to be necessary to do this job. You should clearly show in your application how your skill/experience potential meet some or all of them, as the shortlisting decision will be based on our assessment of you against these criteria.

The final assessment process will also seek to assess these characteristics.

#### Abilities/Experiences

- Working directly young people and their families from diverse backgrounds to deliver improved outcomes.
- Key working in collaboration and partnership with a range of teams, services and agencies.
- Assessing and analysing needs of children, young people and/ or families to plan support and intervention.
- Understanding and implementing safeguarding and child protection identification and procedures.

#### Knowledge

Can demonstrate knowledge of the following:

- Evidence based practice for young people and their families.
- Good understanding of youth work
- Equality and diversity issues
- Context/ issues (and support available) for families with multiple needs

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- Safeguarding and child protection legislation
- Range of issues facing children, young people and/ or families including: mental health issues, physical health issues, ASB/ crime issues, domestic violence, substance misuse, housing issues and unemployment.

### Skills

Can demonstrate the following skills:

- Strong interpersonal skills
- Ability to build rapport with young people and families
- Analytical and reflective skills
- Strong verbal and written communication skills
- Time management and organisation
- Planning
- Problem solving
- Negotiation skills.
- Basic IT skills.

### Competencies

Can demonstrate the following core competencies:

- **Action focused:** Task focused and goal orientated, able to motivate self and others to deliver challenging targets. Able to maintain momentum and overcome barriers to success.
- **Solution focused:** Takes a solution focused approach to delivery of all areas of work.
- **Assertive:** Able to work assertively and persistently to provide the necessary level of challenge and support to others.
- **Flexible:** Willing to use flexible and practical approaches to get results finding proactive, creative solutions to problems (e.g. non-engagement).
- **Collaborative:** Works well as part of a team and able to lead, motivate and coordinate others to deliver results.
- **Responsive:** Able to quickly understand the needs and issues experienced by families/ young people and find the right solutions and interventions in response.

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- **Understanding:** Able to build trust and rapport by delivering on stated commitments and showing empathy.
- **Awareness and self-reflection:** Able to openly review, appraise and discuss own performance and that of others, to improve performance.

The employee's duties require the following activities: -

	Yes		Yes
Office duties	X	Outdoor work / uneven surfaces	
Use of a computer	X	Working at heights / on ladders / roof work	
Audio typing	X	Confined spaces	
Potentially confrontational work	X	Outdoor work or extremes of temperature	
Crisis or conflict situations	X	Driving a Minibus as part of duties or as a volunteer	
Management responsibility		Driving car / van as part of duty	
Tight deadlines	X	LGV / PSV driving	
Walking 1+ miles during working day		Operating lift-truck, digger or crane	
Use of stairs	X	Work with significant electrical hazards	
Regular manual handling of objects / furniture / equipment (please indicate kilos involved)		Operating potentially hazardous machinery	
Regular and repetitive movements		Exposure to potentially hazardous substances	
Awkward positions e.g. stooping, bending, reaching up		Chemicals, e.g. solvents or metal working fluids	
Sitting / Standing for prolonged periods	X	Noisy environment (over 80dB[A])	
Working alone or in isolation		Radiation	
Working shifts / unsocial hours / nights	X	Respiratory e.g. dust, fume, solder	
Risk of infection e.g. TB, Hep B / Other		Vibrating machinery	
Teaching or responsibility for children	X	Preparing raw food / serving food	
Control and restraint	X	Other Lone working: X Out of 9 – 5 office hours: X Home working: X Visiting homes of children, young people and families X	