

Job Description

YOUTH WORKER

Responsible to:	Project Manager, Young Lives
Hours:	21 hours per week/ 3 days including evenings and weekends
Salary Scale:	£22,841 + pension + out of hours allowance pro rata
Annual Leave:	28 days + English Bank Holidays (pro-rata)
Contract:	April - August, subject to passing a 1-month probation period with possible contract extension subject to funding being secured.
Location:	To operate from Newcastle and Gateshead with some local travel
Responsible for:	Assisting Project Manager in delivery of services
Job Purpose:	To assist the Project Manager in providing specialised practical, emotional and social support for asylum seeker and refugee children, families and young people. Duties will include session delivery and administrative work.

Duties and Responsibilities:

The Youth Worker will:

- Assess and support for the needs of the Children, Families and Young People
- Manage and run projects and activities for young people
- Provide opportunities for young people to talk openly and confidentially
- Develop and implement ways to involve young people in projects and activities
- Direct young people to sources of advice
- Identify concerns about young people involved in activities and following these up
- Maintain confidential records
- Write and present reports
- Recruiting and train volunteers
- Facilitate workshops with young people
- Work with other project of Action Foundation as well as external organisations, such as schools, community groups and the police.

General

- Embrace equality, diversion and inclusion, being sensitive to cultural, religious and other differences.
- Attend training sessions and keep knowledge up to date to maintain ongoing professional development

- Build and maintain positive working relationships internally and with external stakeholders in order to signpost and refer families and young people for specialist support
- Work in line with Action Foundation’s policies and procedures making full use of the In-form - case management system
- Work as part of a team and take responsibility for your own workload.
- Actively participate in all appraisals, supervisions, team meetings, clinical supervisions and reflective practice.
- Fulfil any other duties deemed reasonable by the Project Manager

Personal Specification/Key Competencies

Knowledge/Experience:

Action Foundation is looking for applicants who can evidence knowledge and/or experience working in the following areas:

- Managing a caseload of support work (essential)
- Trauma informed practice (desirable)
- Supporting and empowering vulnerable young people (essential)
- Managing client confidentiality (essential)
- Understanding the need to maintain safe professional boundaries (essential)
- Safeguarding and health and safety (essential)
- Managing interpreters and supporting those speaking English as a second language (desirable)
- Awareness of the issues facing asylum seekers and refugees (desirable)

Skills/Abilities:

In addition to the above we want applicants to provide examples as to how they satisfy the following criteria:

- Able to use own initiative to solve problems (essential)
- Good ICT skills (essential)
- Good written and verbal communication skills (essential)
- Work well in a team (essential)
- Co-operative approach to working with other organisations and networks to maintain strong, positive partnership working (essential)
- Excellent administration skills (essential)
 - Strong interpersonal skills. (essential)
 - Ability to manage time well and prioritise workload effectively (essential)

Other:

- A genuine desire to support asylum seeker and refugee families and young people (essential)
- A full driving licence (desirable)

This post would require a DBS check and the taking up of two references.