JOB DESCRIPTION

**Job title**- Youth support worker

**Reports to**: Lead youth support worker

**Hours** – 12 hours per week (further additional hours to be agreed with the Service Lead). Regular days and hours to be agreed with the lead youth support worker, however usual hours to take place between 9am-5pm, Monday-Friday. This post may include evening work.

**Salary**: £19,171 pro rata (plus statutory pension contributions)

**Length of post**: 1 year fixed term post with the expectation of extension subject to funding

**Conditions of employment**

**Location:** based at Alternatives- Counselling and Listening Rooms, 10 Constitution Road, Dundee, DD1 1LL and itinerantly around Dundee.

**Transport:** The post holder is required to make their own way to itinerant courses, sessions etc.

If the post holder uses their own car to carry out work duties, they must have a valid driving license and relevant business insurance.

Alternatives does not have designated parking.

**Holiday:** 35 days (including bank holidays) pro rata.

**Termination:** notice of termination should be 8 weeks by either party.

**Alternatives is a charitable organisation which aims to create a space that enables change through compassionate and skilled support.**

**Our objectives are:**

* To improve self-esteem
* To improve decision making skills
* To develop resilience

**Job Summary**

This is an exciting post for a talented and committed individual to coordinate work with women, men and young people in the Dundee area. The post holder will work as part of a small supportive team, delivering group work and 1:1 listening support to clients aged 12-25.

Alternatives offer specialist support for individuals affected by pregnancy choices and pregnancy loss. Additionally the youth team deliver a general listening service to young people with low level concerns such as anxiety, relationships issues and low self-esteem. This extends to group work where young people are given a space to connect with their peers to explore the issues that are important to them.

The post holder will be expected to deliver 1:1 listening support, carry their own case load of clients, connect with other agencies, and keep client records. The post holder will be part of the delivery and planning of group work and may also work alongside volunteers and sessional workers to deliver workshops.

**Key responsibilities and tasks:**

**Intervention delivery**

Youth support worker role will include:

1. Providing 1:1 pregnancy related or general listening support to a case load of youth clients.

2. The promotion, organisation, and facilitation of group work, bespoke workshops and volunteer mentoring with young people alongside the lead youth support worker, sessional workers and youth volunteers.

3. building relationships and partnerships with other agencies.

4. Supporting the development of the youth steering group to assist with the direction of the youth service.

5. Build and maintaining effective positive relationships with young people in Dundee through agreed groups, interventions, and activities.

**Service Development**

1. To develop professionally and personally through the course of employment

2. To devise a work plan with the Lead Youth Support Worker and actively work towards its fulfilment.

5. To attend training relevant to the post.

6. To participate in training and networking events delivered to other agencies.

**Teamwork**

1. To build and foster appropriate and effective relationships with staff, volunteers, and clients.

2. To participate fully in the life of Alternatives, reflecting the ethos of the organisation in day-to-day life.

3. To participate in team training, team meetings and personal development through supervision.

4. To be sensitive to the spiritual practices of Alternatives’ clients, staff and volunteers.

**Networking**

1. To work to build and maintain effective positive relationships with key personnel within other organisations working with adults and young people.

2. To work with other agencies to form partnership working

**Resource Materials**

1. To contribute to the maintaining of resources for the youth service

**Record Keeping and Evaluating**

1. client records and other client paper work.

2. Records and evaluation pertaining to group work.

**Representation**

1. To represent the work of Alternatives to other organisations when necessary.

2. To represent Alternatives in formal or informal settings as agreed with the Youth Support Worker.

**Other**

1. To work within the parameters of Alternative’s safeguarding policy and any additional parameters required by other organisations.

2. Being sympathetic to the vision and values of Alternatives Dundee and work within the ethos.

3. To abide by COSCA ethics and code of practice

To work jointly with other team members in general administration and running of the service. These tasks will include the following:

1. Responding to telephone calls, emails and text messages

2. Receiving referrals and making client appointments

3. Making sure that the office and listening rooms are kept clean and tidy

4. Undertaking any other reasonable duties, commensurate with the job title, as may be determined by the Service Lead.

Alternatives has a number of policies designed to ensure the safety and well-being of both workers and service users which are backed up by our training programme, e.g. safeguarding and health and safety.

**Safer Recruitment**

Alternatives is committed to the safeguarding and welfare of all its children, young people and vulnerable adults and will therefore pursue a thorough and rigorous recruitment and selection process to ensure that this commitment is not compromised and that the services which Alternatives provides are of the highest standard and enable all service users to achieve positive outcomes in their lives. A copy of our policy on safer recruitment is available on request from the Service Lead.

**Pre-employment checks**

We will request a PVG Scheme disclosure check from Disclosure Scotland as required for the post. Further information about the PVG Scheme can be found on the Disclosure Scotland website at www.disclosurescotland.co.uk.

You will be required to provide contact details of 2 referees.

PERSON SPECIFICATION

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|  | **Essential** | **Desirable** |
| **Qualifications** | * COSCA certificate in counselling skills or equivalent, where person centred listening training can be evidenced and working towards further counselling qualification | * Diploma in Counselling or equivalent * CYP matters certificate or youth work qualification |
| **Experience** | * Experience of working one-to-one with young adults and young people * Minimum 2 years experience working directly with vulnerable people with complex needs, including mental health challenges | * Mental health first aid training * Trauma informed care training * Experience of working with people with low self-esteem, mental health issues/addictions issues and in abusive relationships |
| **Knowledge** | * Understanding of loss and bereavement * Thorough understanding of a person-centred approach * Thorough knowledge of assessing risk including suicide risk * Good understanding of safeguarding procedures for children and vulnerable adults * Knowledge of appropriate health and safety in the workplace | * Knowledge of other agencies supporting mental health needs of vulnerable groups * Thorough knowledge of trauma |
| **Skills** | * The ability to engage sensitively, relevantly, and effectively with adults and young people * Excellent counselling skills * Ability to network with professionals * Ability to build good working relationships with team and other organisations * Excellent self-awareness * Ability to handle confidential information appropriately * Ability to communicate well with professionals * Able to work independently and as part of a team | * Ability to develop creative resources * Openness to working with creative resources such as sand tray and imagery |
| **Personal Attributes** | * Empathetic * Non-judgemental * Reliable * Lifestyle consistent with being a positive role model * A passion for the values and approaches of Alternatives Listening Rooms * Respectful of a person’s dignity * Belief in the autonomy of each individual * Self-motivated * Teachable and able to take direction | * Driver’s license and own car |