**JOB DESCRIPTION and Person Specification**

Job Title Pathways Coordinator

Reports to Senior Service Manager

Location 68 St John’s Road, Edinburgh, EH12 8AT

Date of Issue August 2020

Conditions of Service Salary £25,280 - £27, 945 pro rata depending on qualifications and experience.

28 hours per week, with some room for negotiation.

**PURPOSE OF POST**

To work with Dean and Cauvin Young People’s Trust to support young people leaving care to stay safe, secure appropriate accommodation, access a range of supports and realise their potential. To provide intensive 1-1 Pathways support to 10-15 young people aged 16-21.

**MAIN RESPONSIBILITIES AND TASKS**

1. To work 1-1-with care leavers to develop and implement Pathway Plan that ensures they are getting the practical and emotional support they need to thrive.
2. To work closely and constructively with the local authority and other agencies to ensure the needs of the young people are being effectively met.
3. To support young people to access a range or services and supports.
4. To monitor and review Pathway plans, creatively working across a range of organisations with a focus on building a support package around the needs of the young people.
5. To get to know young people whilst they are in residential care and support their transition to living in the community.
6. Provide high quality case management for young people, assessing needs and reducing any risk factors effectively. This includes the producing high quality written case files and Pathways Plans.
7. Network and represent the Trust at external review meetings, legal proceedings, case conferences and other key meetings as required.
8. Ensure that your professional practices respects young people’s rights and complies with the Trust’s policies and procedures and the professional standards expected by the SSSC, local authorities and the Care Inspectorate.
9. Support young people to maximise their income and provide support where required, to engage with services and complete relevant forms.
10. To ensure professional standards and compliance with our legal responsibilities including safeguarding, health and safety, data protection and equal opportunities.
11. To take personal responsibility for your own professional development, seeking out advice, training and support to ensure you are up-to-date with developments in policy and practice.
12. To report, without delay all concerns relating to Child Protection and Adult Protection.
13. Assist young people to access benefits, gain employment, secure tenancies, improve their skills and make positive connections.
14. Be flexible in the times and days that we work to enable the Trust to provide timely support that meets the needs of young people.
15. To gather evaluation feedback and conintually involve young people in service improvements.
16. Play an active role in the Trust, participate in team meetings and the wider work of the Trust, this will involve chairing meetings, support and supervision, working with partners, producing high quality written reports and advocating for the rights of the young people you support.
17. To offer the flexibility and willingness to undertake any other reasonable duties as required by the organisation.

**Person Specification**

We are looking for an outgoing, organised, approachable, solution-focused and compassionate member of staff. You must be committed and passionate about improving the lives of young people. You must also be inquisitive and resourceful to ensure that young people are having their rights met and receiving an exemplary level of aftercare support. A relevant degree level professional qualification, or extensive relevant experience is essential. Significant experience of working with care-experienced young people is desirable, ideally supporting young people leaving care.

It is essential that you can demonstrate the following attributes:

* Ability to build relationships with care experienced young people.
* A deep understanding of the challenges and issues relating to young people leaving care.
* A robust understanding of child and adult protection legislation and practice.
* The communication skills and personal qualities to work effectively with partner organisations.
* Ability to motivate, mentor and encourage young people to succeed.
* A commitment to care leavers rights so that their best interest are at the forefront of your practice.
* Excellent organisational, report writing and communication skills.
* Self-awareness and a genuine commitment to use feedback to improve your practice.