



## Care Connections Coordinator Job Description



<b>Post Title</b>	Care Connections Coordinator
<b>Responsible to</b>	Y sort it Manager
<b>Duration of Contract</b>	Fixed term until 31 <sup>st</sup> Aug 2022
<b>Hours of Work</b>	35 hours per week
<b>Times of Work</b>	Variable According to need, including evenings and weekends
<b>Salary</b>	£23,360
<b>Location</b>	Y sort it Youth Centre and Throughout West Dunbartonshire

### Job Outline

Your role as the Care Connections Coordinator will focus on developing a programme of support for young people who are looked after at home and their families. Care Connections will offer those young people an opportunity to access a programme of support and activities appropriate to their needs contributing to closing the poverty-related attainment gap.

The programme will focus on providing support for children and young people aged 8 – 14 years old who are looked after at home, supporting them through the transitional stages, and the challenges that they may face within school and the community.

As the Care Connections Coordinator you will play a vital role in helping children and young people develop goals and find ways to achieve them. You will be responsible for overall service coordination and development including working in partnership and liaising with key organisations.

The focus of Care Connections is supporting each child or young person, to recognise and build their strengths, and providing support and encouragement to deal with difficult and challenging situations in their lives. You will play a key role in changing children & young people's lives for the better.

The post holder should be flexible as the actual times of work will involve working, evenings, school holidays and weekends. The post holder should be flexible as the actual times of work may change to respond to the demands of the work of the Care Connections Programme.

### Main Duties & Key Responsibilities

- Coordinate and develop the delivery of quality support services for care experienced children and young people through a variety of approaches including group activities and 1-2-1 targeted support.
- Coordinate and provide support for young people on a one to one basis
- Coordinate the delivery of need assessments and care planning which includes focussing on personal outcomes important to children & young people
- Advocate on behalf of children and young people on a range of issues responding to

individual needs.

- Develop and deliver issue-based group work and activities around a range of key issues according to need.
- Liaise with partner agency staff for the purposes of seamless referral to the Care Connections programme.
- Identify where group support, including youth clubs, workshops, training and learning, will address needs, and plan and deliver such support, working as appropriate with colleagues and volunteers to maximise outcomes
- Carry out development work and delivery of further information and support based projects for care experienced children & young people throughout West Dunbartonshire as identified by Y sort it according to the needs of young people.
- Keep up to date with changes in legislation and local services which may affect the lives of care experienced children or young people

### **Shared tasks**

- To attend and contribute fully to all wider teams, organisation and sector meetings
- To contribute to the development of Y sort it aims and objectives and to play an active part in the evaluation of our services
- To support the development of learning of both paid and voluntary staff
- To contribute to the effective running of the organisation as a whole
- To act in accordance with the Y sort code of conduct at all times.

## **Main Duties (*Continued*)**

### **Administration**

- Organise and manage your workload in an effective and efficient manner.
- Provide quality feedback, both written and oral, on your work as required by your line manager.
- Keep up to date records of your work as directed by your line manager.
- Provide monitoring and evaluation reports on your work on a regular basis as required.
- Ensure availability diaries and timesheets for your own work, and those staff that you are supporting, are submitted weekly by the appropriate deadlines.

### **Training and Development**

- Engage in team meetings, focus groups and monitoring and evaluation meetings for efficient running of the organisation and its services.
- Engage in support and supervision and annual appraisal with your line manager.
- Undertake appropriate training as directed by your line manager.

### **Other Duties**

- Keep appropriate records in line with Y sort its policies and procedures if handling cash, authorised expenditure and managing budgets.
- Ensure self-compliance with Y sort its policies and procedures including, but not exclusively, code of conduct for employees, health & safety, confidentiality, child protection.
- Co-operate with the introduction of new procedures and/or new equipment/technology.
- The duties of the post may change from time to time without altering the general character or responsibilities entailed.