###### Adding Colour to Lives Logo.jpg

###### COVEY BEFRIENDING – Youth Support Worker

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| **Personal Qualities** |
| **Character** |
| * A highly organised professional, bringing a passion and energy to the team * Aligned with the values of respect, openness, commitment, innovation and passion * Ability to take initiative and have an innovative approach to work * A good team player, confident to challenge, with respect * Possessing a clear understanding of the need for, and a commitment to, maintaining confidentiality * Committed to the ethos of the voluntary sector. |
| **Skills/Competencies** |
| * Experience in working with vulnerable young people * Excellent verbal and written communication skills * Competent in use of IT- Word/Access/Excel * Able to quickly establish rapport and trusting relationships with vulnerable families and young people * An ability to write progress reports and keep appropriate records, both paper and digital * Ability to develop strong relationships with colleagues in other agencies * Self motivated with the ability to use own initiative * An understanding of the challenges faced by vulnerable children, young people and their families * Have an understanding of, and commitment to the promotion of equal opportunities policies and practice * Strong interpersonal skills with a professional approach * Knowledge and experience of the way statutory and voluntary agencies are organised * A highly professional attitude and presentation * Ability and willingness to work evenings and some weekends. |
| **Other Requirements** |
| * Has a relevant qualification or working towards training in Youth Work, Community Work, Mentoring or Befriending * Available for at least two evenings and weekend work - (Time off in Lieu will be given) * Car driver with access to car (Mileage given) - Essential * Enhanced PVG required. |

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| Main Objectives |
| * To ensure effective team working through living out the COVEY values of Commitment, Passion, Respect, Openness and Innovation * To be responsible for ensuring all agreed outcomes are met for children and or young people * Working with children and or young people to identify their strengths and what support will be needed to maximise these * Meeting on a regular basis with individual children and or young people to help them achieve their goals * Supporting children and or young people in making positive choices and continuing with those choices |
| **Role and Responsibilities** |
| * Responsible to work closely with the COVEY Lead Coordinators to ensure all outcomes are met * Assessing what help COVEY can offer to each children and or young person referred, using a systemic approach to find the most appropriate support for each individual * Attend joint meetings with or on behalf of families, as agreed with line manager e.g. pupil support groups, case conferences, children’s hearings * The Support Worker role at meetings will either be that of a supportive role to the child, young person or parent/carer as a representative and advocate * Liaising with statutory, voluntary agencies/ projects locally for sources of help for children and or young people involved with COVEY * Referring on to other appropriate support services either during or after the period of support, if required * Ensure that casework is recorded in line with project policies and procedures * Maintain records and database * Carry out assessment of risk in accordance with COVEY’s Adult and Child Protection and Health and Safety policy wherever required * Support young people to access or be referred to other appropriate services * Work as part of a team contributing to the smooth and effective running of the project and the work of the wider organisation * Attend and contribute to regular supervision sessions and team meetings * Carry out the duties of the post with regard to COVEY policies and procedures and a clear understanding of COVEY policy on Child/Adult Protection * Participation in Continuous Personal Development with a view to developing and maintaining the required skills for working with children and or young people who may have complex needs * Undertake any other duties as reasonably requested by the Lead Coordinator. |

This job description cannot cover every issue or task that may arise within the post at various times and the post-holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document. This job description does not form part of the contract of employment.

