



**Title:** Children and young people outreach specialist

**Responsible to:** DHS Manager

**Salary:** £25,290 pro rata

**Location:** Hybrid: Providing support to children and young people across East Lothian. This post will involve travel across East Lothian, and a blend of working from home and our Edinburgh office.

**Status:** Part time (28 hours). Fixed term contract: this post is funded for 12 months.

**Supervisory responsibilities:** None

### **No Mind Left Behind**

For over twenty years we have been making a huge difference to the lives of neurodivergent children and young people, and their families. Over that time, we have built strong foundations, gaining a trusted reputation for our knowledge and expertise.

Our goal is to become a world-leading centre bringing practical help, research, and education together to address the impact of neurodiversity. We work across Health, Education, Social Work, Justice, and private organisations.

Research has always been central to our vision for a world leading centre of excellence. Neurodiversity knows no boundaries and our work is complemented by the Salvesen Mindroom Research Centre (SMRC) based at the University of Edinburgh.

This is an exciting new role within Salvesen Mindroom Centre, establishing and delivering a new project for children and young people across East Lothian, working in partnership with NHS Lothian.

### **Job Purpose:**

To provide a short-term community support service to neurodivergent children and young people up to age 18 living in East Lothian or for whom East Lothian is the relevant Local Authority. The postholder will support children and young people who have been assessed for a neurodevelopmental condition to explore what this means for them.

This will be a hybrid role, primarily providing support to children and young people in East Lothian using a mix of in-person and online communication. This will require travel across East Lothian. Some travel to Salvesen Mindroom Centre's office in Edinburgh will be required, as well as working from home at times.

The postholder will be required to work 28 hours per week flexibly to meet the needs of children and young people. The role may include very infrequent evening or weekend working. There is a flexible working policy in place and a TOIL policy for evening and weekend working. This is a fixed term contract for 12 months.

### **Main duties and responsibilities:**

Direct work with Children and Young People (CYP):

- Provide up to 12 one-hour sessions of one-to-one support for 55-70 CYP per year to develop an understanding of self, and support requirements.
- Support CYP to develop self-regulation strategies and improved communication through a range of supports (e.g. Trauma Informed Practice; Person Centred Planning/Solution Focused Approaches, Social Stories, Mindfulness and Emotion Talks). All work will be highly individualised based on the needs of the CYP.
- Liaise with involved professionals (school, social work, health, third sector) to share CYP's views and self-identified needs in consultation with the CYP, with a view to ensuring the CYP are well supported in all aspects of their life.
- Support CYP to identify potential next steps/areas of interest and explore relevant services and supports.
- Carry out wellbeing scaling pre and post involvement.

Where a diagnosis has been given:

- Work with CYP to reflect on the diagnostic process.
- Support the CYP to understand information about relevant diagnosis.
- Aid an understanding of what a new diagnosis may mean for CYP, reflecting on individual needs.
- Communicate their new diagnosis and support requirements to key people involved in their life (if desired).

Where there is no neurodevelopmental diagnosis given:

- Work with the CYP to reflect on the diagnostic process.
- Support the CYP to understand why a diagnosis may not have been given.
- Support the CYP to develop understanding of self, based on individual needs, rather than a diagnostic label.

Organisational requirements:

- With support from DHS Management, liaise with Lead Officers from NHS Lothian, including attendance at quarterly meetings to report on progress.
- Attend Single Point of Access meetings where required to share information about the service and discuss referrals.
- Receive referrals from the Single Point of Access and respond appropriately, with support from DHS Management.
- Maintain casework records in accordance with best practice and to ensure confidentiality is absolute.

- Participate in monitoring and evaluation of the service, including contributing to quarterly and annual reports.
- Develop resources for children and young people.
- Work with the Head of Outreach to contribute to policy responses that materially affect children and young people.
- Work in accordance with organisational child protection procedures at all times, promoting the safeguarding and welfare of children and young people.
- Contribute to team development and undertake personal CPD as appropriate.
- Contribute positively to the wider work of Salvesen Mindroom Centre.

### Additional information

The salary for this role is £25,290 pro rata. We offer 27 days annual leave plus 8 days public holidays, pro rata for part time employees. The charity operates a contributory pension scheme to which the employer contribution is currently 5%. There is a mileage allowance for own car use. We have a confidential conversations service in place for all staff, currently provided by Crossreach. Out of hours work is covered by a TOIL policy. PVG registration is required for this role and the successful applicant will be expected to comply with the Salvesen Mindroom Centre’s policies and procedures, including confidentiality and data protection. As a new employee you will be required to successfully complete a 6-month probationary period.

### Person Specification:

		Essential	Desirable
Education and qualifications	Further qualifications, degree or similar (Relevant working experience will be considered)	X	
	Extensive training and experience in child protection	X	
Experience	Previous experience of supporting children and young people	X	
	Evidence of successful relationship-building with children and young people, using a non-discriminatory approach	X	
	Experience of working with neurodivergent children and young people, including the use of creative communication techniques	X	
	Experience of assessing the needs of children and young people and	X	

	implementing appropriate support strategies		
	Experience of communicating with parents, carers and professionals	X	
Knowledge	Knowledge and understanding of neurodiversity, including relevant legislation and policy	X	
	Knowledge and understanding of specific evidence-based interventions and support strategies for children and young people	X	
	Knowledge or experience of education, health and social care systems	X	
Skills	Excellent communication, organisational skills and time management	X	
	Ability to manage a complex caseload of CYP	X	
	Ability to support children and young people using technology	X	
	Strong IT and office-based skills	X	
	Ability to introduce/ learn new technological systems		X
Personal Attributes	Ability to be flexible	X	
	Ability to work on own initiative	X	
	Ability to work within a team	X	
	Strong interpersonal skills	X	
	Ability to build effective relationships with colleagues and with a wide range of external stakeholders	X	
Other	Clean driving licence and use of a roadworthy car.	X	
	A satisfactory PVG check (post offer of employment)	X	