

Newport Women's Aid

JOB DESCRIPTION

Job Title: **Children and Young People's Services Support Worker**

Reports To: Operations Manager

Responsible for: Volunteers, Student Placements

Salary Scale: £21,949 - £23,675 pro rata

Hours: Part time 35 hours per week

Contract: Fixed Term (6 months)

Main Purpose of the Role

To effectively coordinate all services within NWA responsible for providing support to children and young people (CYP)

To provide education and prevention services to help reduce the occurrence of domestic abuse in the future. These services are aimed at Children and Young People (CYP).

To work with CYP who have previously, or are presently, suffering from / been exposed to domestic abuse. This will include responding to specific emotional and practical needs.

To develop and deliver programmes focusing on healthy relationships within educational and community settings aimed at C+YP aged up to 25 years.

To work in partnership with other services, both internal and external to raise the profile of the CYP services within NWA

To assist in the development a Positive Male Mentoring service and recruit, train and support the volunteers throughout their placement.

Specific Responsibilities:

1. To build relationships based on trust and respect with all CYP so that they feel safe and listened to, ensuring all work undertaken uses a child-centered approach.
2. To support the Refuge Team in ensuring that CYP's are assessed regularly and information is shared with relevant workers so that support plans can be up-dated and adhered to.

3. Plan and deliver a range of creative, educational and fun interventions that enhance self-esteem and confidence.
4. To develop and deliver a package of support, education and training to schools (students and school professionals) that focuses on awareness of healthy relationships and domestic abuse and supports early intervention and signposting.
5. Organise and coordinate Education and Prevention activities. This will include providing one-to-one work with identified CYP as required.
6. To develop, organise and deliver group programmes or sessions that support CYP and their families in moving on from their experiences of domestic abuse. This will include managing referrals, assessments and waiting lists.
7. To develop and deliver S.T.A.R, Challenging Attitudes and other age appropriate programmes that focus on healthy relationships and understanding domestic abuse.
8. Support CYP's social, emotional and cognitive development.
9. Act as an advocate for CYP, to support them to express their views and promote their rights, as contained in the United Nations Convention on the Rights of the Child.
10. To advertise programmes that NWA are currently running in order to secure referrals
11. To involve CYP in the development of the programme to ensure it meets their aims; supporting with service user involvement projects.
12. To promote and maintain our 'UP2US' male mentoring service by recruiting, training and supporting volunteers to support CYP within our accommodation services.

Work with families

1. Promote positive parenting and healthy relationships, through role modeling, resources, and information sharing.
2. Encourage participation of mothers in the activities of their children and address some of the negative impact of domestic abuse on the mother/child relationship.
3. To work closely with other members of the NWA Team to ensure the service meets the needs of families, cross referring and supporting in the delivery of other services as required. This will at times include working with individual families.

Liaison with Other Agencies

1. To keep regular contact with other groups and organisations working with C+YP to promote NWA's work and create / identify opportunities to deliver programmes, this includes schools, colleges, youth services and community groups.
2. To advocate for parents, C+YP with other agencies, including statutory services such as schools and in multi-agency forums to represent their needs and to work towards improved wellbeing for the family.
3. Ensure that children are safeguarded, through liaison with social services child protection teams including participation in Child Protection Conferences or meetings as appropriate.

General

1. Comply with all child and adult protection/procedures in NWA and report concerns in line with current policies.
2. To ensure personal knowledge is up to date with key legislative and legal requirements.
3. To maintain clear and accurate records of work practice within established record keeping and confidentiality policies ensuring records are up-dated accurately and key changes reported appropriately. Including recording all interventions and outcomes.
4. Prepare reports and statistics on C+YP for management and funding bodies, as required.
5. Carry out risk assessments and implement risk management plans, relation to any activities delivered.
6. Develop support literature for C+YP(e.g. a children's welcome/information pack)
7. To participate in team meetings, supervision and appropriate training.
8. Adhere to NWA health and safety policy and report any risks/concerns in line with NWA's current policies, taking immediate steps where necessary to protect health and well-being of residents/team members.
9. To work within the Policies and Procedures of NWA and overall aims and objectives.
10. To undertake any other duties as directed by the line manager that may reasonably fall within the scope of the post.
11. To demonstrate and promote the organisation's ethos of informed choice, and its vision and values.
12. To actively work in partnership with other agencies and organisations to achieve better outcomes for women and children affected by domestic abuse.
13. To raise the profile of NWA through active involvement in and networking with relevant organisations and forums ensuring that NWA's reputation is protected and enhanced.
14. To support NWA's fundraising through active promotion of events and involvement in fundraising events wherever possible.

Equal Opportunities:

1. Proactively implement NWA policies for anti-discriminatory practice and equality of opportunity.

Statement of Flexibility:

1. It may be necessary, following consultation, to amend the job description in light of experience and changing circumstances.
2. The post holder is required to work evenings and weekends
3. The post holder is required to participate in the organisation's 24 hour on-call rota.

Hours: 35 hours per week

Location: This role is based within the main office for Newport Women's Aid with delivery in other NWA sites such as refuge as well as schools, community venues etc. as required.

This post is subject to an enhanced DBS check.

Person Specification

Criteria	Essential	Desirable
Education and Qualifications	Minimum NVQ Level 3 or equivalent in a relevant field, i.e. child or social care, health or education.	Qualification or training in child development/Youth Work Qualification
Experience	<p>Significant experience of working with vulnerable children and/or young people.</p> <p>Proven experience of liaising with statutory and voluntary agencies.</p> <p>Experience of managing challenging behavior and conflict</p> <p>Experience of needs assessment and support planning.</p> <p>Experience of delivering educational interventions to groups of children and/or young people</p> <p>Experience of working with women and children with different social and emotional needs</p> <p>Experience of line management of staff or volunteers</p>	<p>Experience of risk assessment and risk management, in relation to children and young people.</p> <p>Experience of working in a domestic abuse related discipline.</p> <p>Experience of advocating for children/young people.</p>
Knowledge, Skills and Abilities	<p>Sound knowledge and understanding of domestic abuse and its impact on women and children.</p> <p>Knowledge/understanding of children's rights as enshrined in the United Nation Convention on the Rights of the Child.</p> <p>Knowledge/understanding of policy and legislation on child protection and safeguarding children and young people</p>	Knowledge/understanding of child development.

	<p>Ability to work with mothers regarding the welfare of their child(ren).</p> <p>Ability to communicate with children in an age-appropriate manner.</p> <p>Ability to plan creative, educational and fun interventions</p> <p>Ability to foster relationships with children build on trust and respect</p> <p>A clear understanding of boundaries within support work.</p> <p>Very competent IT skills.</p> <p>Ability to work as part of a team and on own initiative.</p>	
Personal attributes	<p>Commitment to the aims and principles of NWA.</p> <p>Excellent organizational skills</p> <p>Flexibility and able and willing to work evenings / weekends as required.</p> <p>Reliable.</p> <p>Empathetic.</p> <p>Positive outlook.</p> <p>Availability to participate in NWA's 24 hour on call rota.</p>	Ability to speak Welsh or other language.
Other	A current valid driving licence, access to a car and insurance covering business use	