

## Job Description

<b>Post:</b>	<b>Youth &amp; Family Intervention Officer</b>
<b>Salary:</b>	£23,000 - £25,000 per annum
<b>Hours :</b>	37.5 hours per week (full time)
<b>Terms and Conditions:</b>	Fixed term post up to 31 <sup>st</sup> July 2021
<b>Responsible To:</b>	Project Manager (Aasha)
<b>Responsible For:</b>	Volunteers

### **Job Purpose:**

1. To offer intensive diversionary work with young people vulnerable to/involved in knife carrying /violence/crime or gangs with a focus on Restorative Practice delivered through intensive one-to-one work, building a restorative relationship; with the aim of changing negative behaviour, improving school attendance and providing support for the whole family.
2. Direct casework with identified vulnerable children and families in the home environment where youth violence has been identified
3. Act as Lead Professional for young person/family
4. To track progress of young person and family to ensure they are moving towards achieving agreed goals and outcomes.

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

#### **Case Work**

1. To arrange and conduct home visits for all new referrals and to create and implement individual/family action plans to meet their needs.
2. To work young people and their families offering one to one support, advice and guidance and positive activities.
3. Where appropriate, support for designated safeguarding leads and other professionals in relation to safeguarding vulnerable children
4. To communicate and provide relevant information to young people, families, and agencies as and when required

#### **Parents and Families workshops/events**

1. Organise and facilitate thematic workshops with parents on safer parenting and other need based themes
2. Organise and facilitate group work with identified groups of vulnerable children in relation to mediation and resolution based interventions
3. Organise and facilitate training on thematic workshops to professionals in different settings.
4. To ensure that all workshops, training and group sessions are delivered by the agreed time according to the projects annual delivery plan.

### **Planning and Delivery**

1. To work closely with the line manager and partners to plan, facilitate and deliver the project within the agreed outputs, timeframe and budget.
2. To inform and communicate with the manager if any changes, amendments or risks to the above arise.

### **Networking, Profiling and Representing**

1. To generate appropriate referrals to the service by publicity, promotion and developing new networks and professional relationships with relevant LBTH depts., schools, police, key services and other agencies
2. To attend and represent the service at various meetings and events
3. To liaise and network regularly with partner organisations/agencies with regards to referrals, follow-up work and development of new work.

### **Keep, Maintain and Track Accurate Data**

1. To be responsible for the development, upkeep & implementation of individual/family action plans, reviews, exit evaluations and monitoring information of all the clients using service monitoring forms.
2. To accurately maintain up to date detailed casework files.
3. To ensure that all relevant internal and external monitoring reports are submitted on time.
4. To update the project manager on weekly basis on the work that has been undertaken and completed.
5. Contribute with partners to the preparation of a comprehensive end of programme evaluation report which includes the lessons learnt from the project.

### **Other Duties**

1. To adhere to the Osmani Trust policies & procedures
2. To ensure full participation in all internal meetings that may be deemed necessary as required by the post.
3. To undertake and complete training and personal developmental programmes/courses deemed necessary for the post.
4. To participate in Osmani Trust events, fundraising activities and other key programmes.
5. To carry out any other work allocated by the Manager.

**Closing date for applications is 5pm, Friday 11 September 2020**

## Person Specification

**Job Title: Youth & Family Intervention Officer**

<b>Knowledge/Skills/Abilities</b>	<b>How assessed</b>	<b>Essential/ Desirable</b>
1. A youth work / social work/ counselling or other relevant professional or academic qualification	Application	Essential
2. Knowledge and understanding of the needs of young people/ families who are disadvantaged (at risk) particularly in relation to youth violence	Application & Interview	Essential
3. Proven track record of working with disadvantaged youth groups including gang members, those who may have been exposed to exploitation or those who may be on the verge of being expelled from education	Application & Interview	Desirable
4. Understanding of safeguarding for children and vulnerable young adults	Application & Interview	Essential
5. Ability to speak Bengali	Application & Interview	Desirable
6. Experience of working in culturally diverse communities	Application & Interview	Desirable
7. Experience of working with young people / families in their homes	Application & Interview	Desirable
8. Ability to motivate young people and adults	Application & Interview	Desirable
9. Ability to write reports to a high standard	Application & Interview	Essential
10. Experience of maintaining accurate data records and with a good level of competency in using Microsoft Word, Excel and Outlook	Application & Interview	Essential
11. Able to communicate verbally and in writing, clearly and confidently with a variety of people at different levels	Application & Interview	Essential
12. Ability work on own initiative and within team	Application & Interview	Desirable
13. Ability to be flexible and accommodating to the needs of the project/ organisation	Application & Interview	Essential
14. Knowledge of the roles and responsibilities of statutory and voluntary services; and experience of liaising with them	Application & Interview	Desirable
15. Flexibility to work weekends and evenings	Application & Interview	Essential