

Job Description

Job title: Transition Support Worker

Location: Nottinghamshire (Mansfield initially)

Service: ADHD / ASD Support

Hours: 29.6 hours per week

Grade: Family Action Grade 2 points 11 to 15

Reports to: Project Coordinator

Function:

The Transition Support Worker will provide family support including practical and emotional support to families who have children with ADHD or ASD. The role is to develop individualised packages of care and support following a holistic assessment post diagnosis. This may involve group and/or 1-1 support, particularly focusing on post diagnosis and support around transition periods.

The Transition Support Worker will work effectively with school settings and the family to improve key school transitions stages for children with a diagnosis

Principal Accountabilities:

1. To work with children who have a diagnosis of ADHD or ASD and their families and other agencies across a range of services, to assess their support needs and draw up, implement and review support plans in line with the aims of the service.
2. To work alongside children and their parents/carers in their homes and in group work settings, offering practical and emotional support and creative responses to their needs.
3. To plan and deliver a programme of group work (using principles if 123 Magic) for families post diagnosis.
4. To provide a home visiting service, post diagnosis, to give families information about ADHD or ASD and support those accessing appropriate resources.
5. To work closely in partnership with a range of multi-agency partners including health, GP's Community Mental Health Teams, Children's Social Care and other relevant

agencies, including health and, education, and assist service users to access, build and maintain effective relationships with them.

6. To develop ways of fostering resilience in children and young people and help strengthen their families through individual sessions, part and whole family sessions, social and educational activities.
7. To ensure that family working support is sensitive to the needs of adults whilst the needs and wishes of children remain paramount. To identify and monitor closely any child protection issues and to notify management of any concerns immediately.
8. To keep excellent service user records, write reports and ensure information is maintained and up to date at all times. Record case work on SystemOne.
9. To be able to participate and contribute in planning, strategy, case conference meetings with external agencies and to involve service users in case planning meetings.
10. To ensure you have an understanding (appropriate to your role) of, and comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults
11. To comply with Family Action's Diversity & Equality Policy and our Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
12. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
13. To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - a) Being people focused
 - b) Reflecting a 'can do' approach
 - c) Striving for excellence in everything we do
 - d) Having mutual respect for everyone we work with, work for and support through our services.
14. To undertake training according to the needs of the service.
15. To work flexibly including evenings and weekends as may be required by the needs of the service and to carry out any other reasonable duties.

Person Specification

1. An NVQ Level 3 in social care or other relevant qualification is required.
2. Experience of working with children with additional needs and their families.
3. Experience of working with families from a wide range of backgrounds and with a wide variety of needs.
4. Ability to deliver high quality group work with parents and carers of children with additional needs. And to be able to respond appropriately to participants' emotional and learning needs during the group work.
5. Must demonstrate a knowledge of ADHD and ASD and the existing services in place to manage and support families affected by the condition within Nottinghamshire
6. Must demonstrate a commitment to working in partnership with and empowering service users
7. Have experience and skills in undertaking holistic family assessments and risk assessments.
8. An understanding of the barriers and challenges parents may face when trying to support the needs of their child with additional needs
9. An awareness of positive behaviour management strategies for children with additional needs.
10. Must demonstrate a sound knowledge of safeguarding procedures,
11. An understanding and professional manner, with an ability to use initiative creatively when working independently with families.
12. Demonstrate an ability to work collaboratively with families in order, to identify their support needs and then plan, implement and review progress.
13. Experience of multi-agency working.

14. An understanding of the impact of discrimination on the lives of those from minority ethnic communities and others that experience social exclusion, and an ability to work with people from diverse backgrounds.
15. Good verbal communication, skills with an ability to communicate effectively with a diverse audience. And the ability to keep good written records. .
16. Basic IT skills to be utilised for recording purposes and preparing reports plus use of Email.
17. An ability to work flexibly, independently and as part of a team within a framework of policies and procedures to meet the needs of the service
18. A willingness to receive and engage in training, advice and constructive feedback in regular supervision and appraisals.
19. To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - a) Being **people** focused
 - b) Reflecting a '**can do**' approach
 - c) Striving for **excellence** in everything we do
 - d) Having **mutual respect** for everyone we work with, work for and support through our services