

Job description

**Community Engagement and Young People's Worker
Medway SEND Community Support Service**

Hours: 33 hours per week, Term time only

Grade: Family Action Grade 2, points 11 - 15

Service: SENDIAS

Reports to: Lead Project Officer

Function:

To maximise the reach of the service to families where a child or young person has Special Educational Needs and Disabilities, including those who do not normally relate to services, especially young people.

To co-ordinate and deliver outreach, drop-ins and workshops in educational and community settings and through co-location. To assess family needs and provide direct support to young people with SEND

To lead on service user involvement including the planning and delivery of training and workshops – for young people, parents and professionals.

To provide impartial information, advice and support to young people aged 16-25 who have SEN and/or disabilities ensuring their views are heard and understood.

To seek development opportunities for the service in order to address unmet need – creatively finding additional resources and working in partnership with local partners.

Principal Accountabilities:

1. To develop and deliver drop-ins, support sessions and workshops on a variety of SEND related topics throughout the area, in a variety of locations, for parents and carers of children and young people with additional needs, and also for young people to develop confidence in putting forward their views on their support needs and if involved in the EHC process.

2. To create dedicated resources to engage children and young people with a range of needs and of different age groups, to support them to take part in annual review, EHCP and TAC meetings.
3. To develop links with key contacts from school, colleges, Medway LA, Health and Social Care to increase referrals and participation from young people aged 16-25.
4. To identify and develop links with mainstream and specialist Post 16 educational/training settings and services that provide independent advice, advocacy and specialist support in preparation for adulthood.
5. To work in accordance with the IASS minimum standards 2018 and in accordance with SEND Code of Practice 2014. Including the completion of IASS Legal Training and to undertake further training as required for further development.
6. To raise young people's awareness of existing support networks and empower them to develop confidence in their own ability to communicate their views effectively to professionals.
7. To empower young people to develop confidence in their own ability to make decisions about their future and to communicate their views effectively to professionals in Education, Health and Social Care.
8. To ensure that children and young people are given the platform to inform and influence the development of local SEND policy and practice. To develop, implement and support the Children and Young People's Forum.
9. To train team members as well as other professionals and stakeholders in working with children and young people with additional needs.
10. To develop practice sharing opportunities with health, social care and education providers.
11. Provide parents, children and young people with accurate information on their rights, roles and responsibilities within the SEND process and on the wide range of options and agencies that are available within Medway.
12. Ensure regular reviews and monitoring of the effectiveness of the drop ins and workshops, seeking feedback from users and other stakeholders. Alongside project manager, identify gaps within the services and ways that we can develop our service offer to children, young people and their parents.
13. Provide regular monitoring and evaluation information to the project manager as part of contract monitoring requirements.

14. Contribute, regionally and locally, to strategic planning discussions and ensure collaborate working with statutory and voluntary agencies and services and services provides to ensure a high quality service delivery. Ensure that children, young people and parents' views are heard and understood and inform and influence the development of local SEND policy and practice.

15. 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, young people and vulnerable adults.

16. To ensure the implementation of 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.

17. 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

18. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to project your own and others' health, safety and welfare.

19. To work flexibly as required by the service and the needs of children and young people with whom you work, including mornings and early evenings and to carry out any other reasonable duties as required.

Person Specification

Community Engagement and Young People's Worker

Education, Qualifications and experience

1. Educated to level three or above with a recognised professional qualification in social work, health, education or equivalent is desired and evidence of a commitment to continuing learning and professional development.
2. Previous experience of direct one to one and/or group work with children and young people with SEND. A degree or relevant professional qualification would be an advantage.
4. Detailed understanding of current SEND legislative framework, particularly affecting SEND processes, admissions, exclusions and appeals.

Abilities and Skills

5. Ability to work in partnership with other disciplines and agencies and build effective links and partnership to increase resources available to families.
6. Ability to participate in the development of policies and improved practice, and design, plan and deliver training programmes.
7. Experience of planning and facilitating groups.
8. Experience and knowledge of service planning and implementation, and ability to produce high quality monitoring data and reports.
9. Demonstrated knowledge and understanding of Medway's Child Protection procedures and Working Together to Safeguard Children, as well as ability to work accordance with local and organisational Child Protection and Safeguarding policies and procedures and keep up to date as required.
10. A demonstrated committed to the values of Family Action with an understanding of Equal Opportunities and Diversity.
11. Excellent organisational skills with the ability to prioritise workload, self-motivated and work to tight deadlines on own initiative ensuring the manager is notified promptly of any major concerns.
12. Experience of working independently and keeping accurate written records.
13. Demonstrate ability to communicate clearly and professionally through a variety of mediums with parents, children and young people, professionals and excellent verbal, listening and presentation skills including excellent IT skills.

14. 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

15. A proven ability to work flexibly, undertaking out of hours work – including mornings, weekends, evenings as required by the services.