

JOB DESCRIPTION

Youth Support Worker (Wednesday evenings)

Job Title: Youth Support Worker

Salary: £10 per hour. Salary is averaged per annum and paid in 12 equal monthly payments.

Hours of Work: 4 hours per week, term time.
The core working hours are Wednesday evenings during school term time 6PM – 9.30PM. The youth group runs from 6:30PM – 9PM. An additional 0.5 hours per week is allocated for planning, preparation, attending staff meetings, training or other work as requested/agreed by the Chief Executive Officer. This additional time may be accrued.

Based at: The Mish, St Clements Oxford.

Job purpose: To assist the Youth Group Coordinator in maintaining a nurturing, inspiring, and safe youth group for young people aged 16-21 with Asperger's Syndrome / High Functioning Autism.
The group offers opportunities to socialise and regular activities and trips, as well as informal peer support and learning.

To deputise for the Youth Group Coordinator, if approved by the Chief Executive Officer.

Reporting to: Youth Group Co-ordinator

DUTIES AND RESPONSIBILITIES:

1. Youth Work

- 1.1. To assist in providing and developing a social, nurturing, inspiring, and safe youth group for young people with Asperger's Syndrome / High Functioning Autism.
- 1.2. Support the Youth Group Coordinator in delivering a programme of activities for young people with Asperger's Syndrome / High Functioning Autism.
- 1.3. Implement planned weekly sessions under the guidance of the Youth Group Coordinator.
- 1.4. To build appropriate relationships with young people and assist in providing non-formal learning and social opportunities.
- 1.5. Support the young people to participate in the youth group, and social and emotional difficulties.
- 1.6. To be aware of, and implement current Policy and Codes of Practice on Safeguarding Children, Adult Protection and Prevention of Abuse, Equal Opportunities, Confidentiality, challenging prejudice and discrimination and to promote good practice generally within the youth group.

2. Staff, Colleagues and Training:

- 2.1. To maintain good communication with all project staff, venue staff, and volunteers.
- 2.2. To assist the Youth Group Coordinator to supervise volunteers.
- 2.3. To maintain good communication with the young people's parents, as appropriate and relevant to the post.
- 2.4. To undertake appropriate training as identified with the line manager.
- 2.5. To attend staff meetings as required.
- 2.6. To deputise for the Youth Group Coordinator, if approved by the Chief Executive Officer.

3. Local Communities, Organisations and Other Agencies

- 3.1. To liaise with the local community and other agencies as appropriate and relevant to the post, in consultation with the line manager.

4 Reports, Monitoring, Evaluation, Administration and Finance

- 4.1. To attend all staff briefings, and undertake planning and preparation for sessions.
- 3.2. To assist the Youth Group Coordinator to provide appropriate administrative records and reports.
- 3.3. To assist the Youth Group Coordinator to provide quarterly monitoring and evaluation reports.

5. Policy, Practice and other duties

- 5.1. To implement and work in accordance with all Autism Family Support Oxfordshire policies, in particular Safeguarding Children, Confidentiality, Equal Opportunities, Health and Safety.
- 5.2. Maintain confidentiality in all areas of the youth group and Autism Family Support Oxfordshire and its work. The nature of the work entrusts people with confidential information about families and staff. Any breach of this confidentiality will constitute gross misconduct.
- 5.3. Such other duties as may be required and are appropriate for the nature and grade of the post.

6. General Responsibilities

- 6.1. Cooperate with all Autism Family Support Oxfordshire staff in maintaining good relationships with outside agencies and the general public in order to uphold the organisation's repute.
- 6.2. Promote a positive image of autistic spectrum disorders and the organisations involved with the project

SUMMARY OF TERMS & CONDITIONS OF EMPLOYMENT:

- Annual Leave entitlement - 5 weeks leave per annum (pro rata)
- The post is subject to a satisfactory police check and a 3 month probationary period
- Notice Period - the appointment is terminable by one months notice by either side

NOTE: The job description above reflects the present requirements of the post. As developments occur and duties and responsibilities change the job description will be reviewed and may be subject to amendment in consultation with the post holder.

PERSON SPECIFICATION

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Candidates must meet the following criteria. The criteria will be assessed during the short listing and interview process

Category/item	<i>Essential</i>	<i>Desirable</i>
Experience		
Working with young people/adults in a supportive setting	✓	
Supporting young people/adults with autism or additional needs		✓
Handling confidential information		✓
Keeping and maintaining records		✓
Working with parents/carers		✓
Qualifications		
GCSEs	✓	
Qualification in Youth Work or equivalent		✓
Knowledge		
Working knowledge of autism-specific strategies to supporting young people, or ability to learn	✓	
Working knowledge of Safeguarding procedures, confidentiality, and good practice in youth group or willing and able to learn with immediate effect	✓	
Personal Qualities & Skills		
Excellent interpersonal skills, tact and diplomacy	✓	
Excellent social skills	✓	
Able to nurture and motivate young people	✓	
A sense of fun while mature and responsible	✓	
Using initiative and taking responsibility in a group setting	✓	
A proactive team member	✓	
Strong organisational skills	✓	
Patience and empathy	✓	
Flexibility	✓	
Non-judgemental	✓	
Creativity	✓	
Specific requirements		
Car driver with own vehicle		✓