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| **Position :** Support Worker |
| **Department:** Operations |
| **Reports to:** Unit Manager |
| **Location/Site:** |
| **Overall Responsibility:**  To deliver a supported living package based upon structured key work sessions to vulnerable young people aged 16 – 18. These sessions will aim to promote the life skills of young people and support their transition into adulthood; helping them to develop the necessary skills and knowledge to enable them to safely live independently. |
| **Key Areas of Responsibility:**  Manage a caseload of between 3 – 5 young people living semi-independently in the community; you will be responsible for structuring key work sessions consistent with an independent placement agreement.  Work with the Senior Support Worker, Unit Manager and young people to develop a structured programme of key work sessions based upon the young person’s individual needs and focussed on developing their self reliance and esteem.  Monitor the young person’s ability to engage with every day living and develop skills where necessary.  Promote safe, consistent and understandable boundaries with young people in conjunction with the ‘Young Person’s Agreement’.  Encourage young person to access education, training or employment supporting any application process.  Encourage the young person to take an active part in the local community, building relationships and maintaining social networks.  Prepare key working reports regarding each young person’s progress, these reports must be completed to a high standard for submission to the placing authority.  Work in partnership with other agencies and support the young people to attend meetings with other professionals. You may be required to attend admission and planning meetings; and attend LAC reviews ensuring all relevant paperwork is complete.  Maintain confidentiality for young people and report any concerns regarding young person’s welfare to the Unit Manager and/or the Safeguarding Lead.  Attend staff meetings and training sessions as and when required.  You will be expected to take part in structured supervision sessions every quarter.  The post holder must be flexible and willing to provide a service outside of normal office hours. You will be expected to work some evening and weekend shifts as required.  To undertake any other appropriate duties as directed by TPC .  **Please note:** The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. TPC management reserves the right to amend and change responsibilities to meet business and organisational needs as necessary. |
| **Consults with:**   * Directors * Operations Manager * Human Resources Manager * Support Workers * External agency and local authority staff * Young People |