



JOB DESCRIPTION

POST:	Youth/Transition Worker
GRADE:	
ACCOUNTABLE TO:	Head of Community Services
RESPONSIBLE TO:	Social Worker
BASE:	Helen House
DBS CHECK:	Enhanced & Barred

Job Summary

- To assess the needs of young people and plan and deliver programmes related to independence, practical and social skills and relationships.
- To link in with locality youth workers where available to see what facilities may be available externally for our patient cohort.
- To run activities based on the abilities and needs of the patients, including day activities, outdoor education and an introduction to sporting activities where available.
- With volunteers, to befriend and support young people in different settings, including outreach work.
- To work with families and young people in assessing individual transition needs.
- To establish and maintain an appropriate transition pathway for young people visiting Helen & Douglas House; developing links with external agencies.
- To work with families in identifying and researching any onward care services/provision from which the child and family may benefit.
- To work in partnership with professionals from other organisations that support young people such as social care, health and local authorities in supporting them through transition into adult services.

Key Responsibilities

- To mentor, coach and support individuals and encourage greater social inclusion.
- To encourage independence wherever possible, but also advocate for young people when this is not feasible.
- To co-ordinate activities for the older patients in Helen House.

- To work closely with the Sibling Worker in the support of the brothers and sisters of the Helen House patients
- To work closely with the Social Worker to ensure families are supported as well as possible and that they are aware of any benefits they are entitled to.
- To facilitate a youth group specifically for patients who are accepted onto the caseload of Helen House but who do not access in-patient respite care.
- To ensure that the young people are empowered and enabled to make their own decisions through the provision of information.
- To establish and maintain transition pathways for the young people leaving Helen & Douglas House services.
- To develop a resource pack to assist families in the transition of young people into adult services, including, but not exclusively, palliative care.
- To audit and evaluate the service annually and provide reports for the Director of Clinical Services as requested.
- To work with the fundraising team in securing funding for roles or activities.
- To support the volunteers involved in the youth and transition work and activities.

Personal and Professional Development

- To maintain mandatory training as directed by Helen & Douglas House .
- To participate in the annual appraisal process and take responsibility for own professional development.
- To link with other Youth and Transition Workers who provide a similar service.
- To keep up to date with and be aware of current trends and developments in palliative care and specifically youth and transition work.
- To contribute to staff education, sharing experience and knowledge both informally and more formally.
- To act as a role model.
- To share learning gained from outside education opportunities and conferences.
- To take responsibility for own personal and professional development in accordance with the guidance from the Nursing & Midwifery Council with regard to revalidation. To ensure the process is completed in a timely manner allowing time for confirmation by your Line Manager
- To undertake additional training and assessment as required in order to fulfil the role within Helen & Douglas House.
- To adopt a self-care approach to the role by engaging in individual clinical supervision as offered by Helen & Douglas House.

Health and Safety

- To be familiar with all relevant policies including Health & Safety policies and guidelines and help maintain high standards of care, and a safe environment for everyone.
- To be accountable for following the Health & Safety guidelines and all other Helen & Douglas House policies and procedures, being proactive in the identification, reporting and management of hazards.

Helen and Douglas House General Responsibilities:

Every employee is required to:

- Adhere to and comply with organisational policies, procedures and guidelines at all times.
- Implement Risk Management strategies (including reporting, registering risk and learning) - taking all reasonable steps to manage and promote a safe and healthy working environment which is free from discrimination.
- Comply with the organisational policy on confidentiality, information governance and the Data Protection Act 1998 as amended relating to information held manually or on computerised systems.
- Respect the confidentiality of children, young adults and staff and volunteers at all times.
- Promote and protect the privacy and dignity of children and young adults at all times.
 - Comply with the requirements of the organisational Safeguarding Policy, and at all times during the course of employment act in such a way as to promote the wellbeing of children and other vulnerable people.
- Be accountable and responsible for following the Health and Safety Guidelines including the House Fire Policy and all other House policies and procedures; being proactive in the identification, reporting and management of hazards.
- Ensure compliance with Care Quality Commission (CQC), organisational and local House policies and guidelines, The Health & Social Care Act 2008 (Regulated Activities) Regulations 2014 by everyone concerned.
- To maintain current registration with your professional body (if applicable). To ensure that your statutory professional updating and educational requirements are maintained and provide proof of renewed registration when this is due. To abide by your profession's published Code of Conduct; any breach of this Code of Conduct will be regarded as a disciplinary offence.
- Helen & Douglas House is fully committed to the principles and practices of equal opportunity and diversity. It recognises that the success of a business depends on people. Capitalising on what is unique about individuals and drawing on their different perspectives and experiences will add value to the way we do business and provide care. This principle is implemented in line with the provisions of the Equality Act 2010 which provides freedom from discrimination on the basis of 'protected characteristics', namely age, disability (which includes mental health and people diagnosed as clinically obese), race, religion or belief, sex,

sexual orientation, gender reassignment (people who are having or who have had a sex change, transvestites and transgender people), marriage and civil partnership, and pregnancy and maternity.

- Implement Health and Safety regulations – through risk assessment. Maintaining a constant awareness of health, welfare and safety issues affecting colleagues, service users, volunteers, visitors and themselves, reporting any accidents or faults in line with organisational policy, and fully participating in health and safety training.
- Maintain high standards of infection prevention and control practice throughout the performance of duties and in accordance with Helen and Douglas House Infection Prevention and Control Policies and Procedures.
 - Comply with the requirements of the Disclosure and Barring Service Policy in relation to the undertaking of regular DBS checks, presentation of associated certificates, and immediate notification of any situation which may affect competence or professional registration.
- To promote a positive image of the House and the charity, and participate, as required, in external teaching or promotional sessions.
 - Participate in personal professional training and development, appraisals and attend all relevant mandatory training courses as required.
 - Take part in service or departmental evaluation as required.
- Embrace the volunteer culture which exists in the organisation

The post holder must act at all times in a professional and responsible manner and have due regard to confidentiality and Health & Safety legislation.

This is an outline job description and should not be regarded as an inflexible specification. Responsibilities will be reviewed periodically in line with service priorities and duties may change or new duties be introduced after consultation with the post holder. As a term of your employment you may be required to undertake such other duties, such as link roles, and/or hours of work as may reasonably be required, commensurate with your general level of responsibility with the organisation, at your initial place of work or at any other establishment.

Our working premises are no smoking areas

PERSON SPECIFICATION

Job Title: Youth/Transition Worker

Criteria	Essential	Desirable	Assessed by		
			A/F	I/T	R
Qualifications	Recognised qualification in youth work or extensive experience.		A/F		
	Evidence of continuous professional development		A/F		
Experience/ Knowledge	Experience of working with children and young people with complex health needs.		A/F	I/T	
		Palliative care experience.	A/F	I/T	
	Experience of supporting children and young people through transition into adult services.		A/F	I/T	
		Experience of working with other agencies and organisations	A/F	I/T	
	Experience of working within a multi-disciplinary team.			I/T	
	Ability to prioritise and cope with competing pressures.			I/T	
	Understanding of the complexities around safeguarding and how to escalate concerns.			I/T	
	Understand the need for confidentiality			I/T	

Skills	<p>Ability to plan and implement appropriate activities and programmes for the patient cohort.</p> <p>Evidence of well-developed communication skills both written and verbal</p> <p>IT literacy</p> <p>Ability to manage difficult situations</p>		A/F	I/T I/T I/T	
Attributes	<p>A team player</p> <p>Able to work shifts to cover 7 days of the week if required.</p> <p>Self-motivated and enthusiastic Ability to motivate others</p> <p>A self-starter with a can do attitude</p> <p>A flexible approach to work to provide a patient centred approach.</p>			I/T I/T I/T I/T	
Other	<p>The post holder must be able to drive in order to discharge the duties of the role.</p> <p>Not on ISA Barred list from working with children/adults</p>		A/F A/F		R

Code: A/F – Application form, I/T – Interview/Test, R – References

Physical, Mental and Emotional Effort – Youth/Transition Worker

Physical Effort

Mental Effort

Emotional Effort

Working Conditions

Budget and Financial Responsibility for Youth/Transition Worker

Budget responsibility for following Cost Centre(s)		
Delegated budget responsibility for following Cost Centre(s)		
	Income	Expenditure
Budget Value	£0	£0
Financial Authority Limit	£0	
Organisation Credit Card Limit	£0	
Information Governance: Accountable Officer	Yes/No	
Information Governance: Senior Information Risk Officer (SIRO)	Yes/No	
Information Governance: Information Asset Owner (IAO)	Yes/No	
Information Governance: Information Asset Administrator (IAA)	Yes/No	