

Job Description, Profile & Person Specification

Post title:	Young Persons Homeless Prevention Worker based in Ryedale District Council
Grade:	Grade 4 (£21,322- £23,541) pro rata (pay award pending)
Hours:	18hrs a week, Monday to Wednesday 9am until 3pm, (potential for some flexibility with the hours)
Responsible to:	Housing Options Manager, RDC & Chief Executive Officer, Ryedale YMCA
Responsible for:	None
Term:	Fixed until October 2023 (may be extended subject to funding)

Outline of the job:

Ryedale YMCA is looking to recruit for this exciting post. The post sits within the Ryedale District Council Housing Options team working as part of the Young Persons Housing Partnership. You will be involved in working face to face with young people aged 16-25 at risk of homelessness; you will also work closely with their families. This role requires working directly with young people, so cannot be purely done from home, however there is some flexibility to work in a hybrid way.

Main Purpose of the job:

- Working closely with young people aged 16-25 who are homeless and at risk of becoming homeless, to prevent them from losing accommodation and to look at alternative options when required.
- To participate in a range of duties including mediation and direct intensive support for young people and their families.
- To carry out effective Risk & Needs Assessment.
- To work closely with the Housing Options Team and Children and Young Peoples Service to ensure that they can complete their statutory functions.
- To complete administrative duties and work with the Young Persons Accommodation Pathway in ensuring their records are kept up to date.
- Provide all statistical returns in order to ensure compliance with NYCC contractual liabilities.
- Work effectively with the Hub Co-ordinator, partner agencies & Partner accommodation providers to plan the best outcome for the young person.

Main tasks:

1. **Responsible for a caseload of young people to whom you will provide high quality customer support via the following:**
 - establishing rapport and respectful trusting relationships with young people and their families;
 - planning and implementing interventions aimed at helping parents

understand and interpret young people's needs.

- contributing to the preparation of reports, describing actions and events including opinions and proposals.
 - providing information and assisting with the take-up of welfare, housing and other benefits.
 - understanding and applying procedures and legislation relating to confidentiality issues, as they apply to this role.
 - promoting and safeguarding the welfare of young people that you are responsible for and meet.
 - ensuring all contacts, observations and other relevant information is recorded and reported appropriately.
 - supporting the effective delivery of the Young People's Pathway through joint working with housing officers and prevention workers.
 - referring to specialist services, where necessary, to support the young person and their family.
 - maintaining effective working relationships with colleagues in the accommodation hub, CYPS prevention team, other RDC services and other agencies.
2. Work closely with young people at risk of becoming homeless, including assessment, planning and administrative duties (e.g., confidentiality, information sharing, etc.).
 3. Assess and monitor risk levels and develop appropriate support plans for young people, refer to specialist support services, as required and monitor and co-ordinate the implementation of plans.
 4. Deliver family-focused provision of assertive support for those who are at risk of homelessness (i.e., NEET, anti-social behaviour orders, parenting orders, etc.).
 5. Ensure all necessary records are properly maintained, in line with policies and procedures.
 6. Submit appropriate information to internal and external monitoring systems, to ensure service delivery is continually improved.
 7. Develop and maintain positive relationships with partners and stakeholders, including Local Authorities, Housing Associations, Social Services, Probation Services, Benefits Agency, Employment Service, Health Agencies, statutory service providers (e.g., fuel and water companies) and any other relevant agency, in order to maximise service to individuals.
 8. Network with relevant individuals, agencies and community resources to promote and market the service as appropriate and as directed by Team Leaders.
 9. Keep up to date with current best practice and perform your role within the remit of the YPP handbook.
 10. Actively promote and/or participate in client involvement initiatives
 11. Participate in regular supervision, team meetings and other meetings as required.
 12. Always represent Ryedale DC and Ryedale YMCA in a knowledgeable and professional manner.
 13. Always maintain appropriate professional boundaries.
 14. Identify own training and development needs in conjunction with your line manager and participate in training opportunities as directed.

15. Any other duties commensurate with the grade and level of responsibility of this post.

Please note this job description is intended to provide a guide to the general duties and responsibilities of the role the post holder is expected to adopt a flexible approach to the tasks. It should not be regarded as a contractual document. It will be reviewed regularly and may be varied at the discretion of both Ryedale DC and Ryedale YMCA.

Person Specification:

The successful post holder will have experience of working within a team, the ability to communicate effectively and have experience in dealing with clients who are often vulnerable and experience chaotic lives. The post holder will have the ability to remain resilient and confident throughout their role and possess excellent organisational and IT skills. The post holder will be required to facilitate their own travel around the district including areas without public transport, so need to hold a full UK Driving licence and have access to their own car for use in this role.

Training will be offered but experience providing mediation and support to young people aged 16-25 and experience of homelessness prevention would be an advantage.

Ryedale YMCA takes seriously its responsibility to safeguard and promote the welfare of children and young people and to protect adults at risk. There is an expectation that all staff will positively demonstrate their awareness and support to this commitment.

The post is subject to an enhanced DBS assessment.

Essential upon appointment

Knowledge

- Knowledge of the principles of the Children Act 1989, the Children Act 2004 and Every Child Matters agenda:
- Statutory Guidance: Prevention of homelessness and provision of accommodation for 16- and 17-year-old young people who may be homeless and/or require accommodation (2018)
- Universal Credit and other personal benefits
- An understanding of causes of homelessness for young people

Desirable on appointment

- Housing Act 1996
- Homelessness Reduction Act 2017

Experience

- Evidence of effective direct work with young people and families, including mediation and/or counselling

Occupational Skills

- Literacy and numeracy skills - accurate spoken English is essential for the post
- IT skills to enable affective use of computerised systems including e mail,
- Verbal communication skills
- Organisational skills
- Ability to work with a range of people and needs.

- Use of evidence-based assessment tools
- Evidence of taking a lead role with the most challenging families; multi-disciplinary working; and Inter-agency collaboration

- Ability to plan programmes of work with children and their families
- Multidisciplinary working
- Inter-agency collaboration
- Availability to work flexibly and out of hours as and when required
- Ability to meet the travel needs of the post across the geographical area and access to a car for this use

For an informal discussion about this vacancy, please contact Sarah Hartley on 01653 691400.

For an application pack please email: admin@ryedaleymca.org.uk, stating 'HPW Application request'.

Application Closing Date: 25th February 2022 (noon)

Interviews Week: 7th March 2022