

Youth and Family Worker



Centre for ADHD & Autism Support

2nd Floor, Television House, 269 Field End Road, Eastcote, HA4 9XA

Registered Charity Number 1080795

Job Description

Post Title: Youth and Family Worker

Hours: 28 core hours per week (1-year fixed term initial contract).

Flexible hours: evenings and occasional weekend work will be required. The number of hours per week will vary, depending on the timing of courses, so the 28 core hours per week is an average over the year.

Additional project work may be available on an ad-hoc basis.

Salary: £23,296 per annum for core hours.

Accountability: Reports to the Directors and Board of Trustees.

Location: Based at Television House, 269 Field End Road, Eastcote, HA4 9XA

1. Job Summary

To improve the mental health of young people by:

- Providing specialist mental health support and giving practical advice to young people aged 11-25 with a diagnosis (or suspected diagnosis) of ADHD, autism and related conditions.
- Supporting the Youth Team on youth projects.
- Supporting the development of an ADHD/autism specific peer-led (i.e. young people delivered) workshop session promoting wellbeing and mindfulness in schools, colleges and youth services.
- To provide support and give practical advice to parents and carers of young people aged 11-25 with a diagnosis of ADHD and/or autism or those undergoing diagnosis.

2. Key Responsibilities – Working with Young People

- To build relationships with young people age 11-25 and their families within school, college or youth services, to enable them to explore and make sense of their condition and experiences and plan and take action.
- Support the organisation and delivery of youth programmes regularly throughout the year, alongside one-off workshops where required.
- To facilitate young people's learning and their personal and social development.
- To work towards meeting targets that improves outcomes for young people alongside other service colleagues.
- To support and assist other agencies in the development of their work with young people, as appropriate.
- Attend CP and CIN meetings where appropriate and provide written reports where requested.

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3. Key Responsibilities – Working with Parents / Carers

- To offer specialist advice and support to families of young people aged 11-25 attending the centre with a diagnosis of ADHD and/or autism.
- Support families in attending meetings with schools/health/social services etc.

4. Key Responsibilities - Organisational

- To provide written reports as required by professional agencies and CAAS.
- Assist in promoting the organisation's services.
- To attend regular supervision sessions.
- Complete monitoring and evaluation forms as requested by the Directors/Youth Development Manager.
- To comply with such policies/procedures, guidelines and codes of practice as laid down by CAAS.

5. Other Responsibilities

- To carry out other tasks appropriate to the post and as agreed with the Directors.
- To actively participate and undertake in training and development of self and other workers as required.

Please note job descriptions only reflect 80% of a role and are not an exhaustive list of duties. You are expected to carry out other activities that are within the scope of the role.

6. Person Specification - Essential

- Qualification in psychology, psychotherapy, Counselling or other related specialist mental health discipline.
- Knowledge of SEN/Social Care legislation.
- Understanding of safeguarding, child protection, criminal justice.
- Ability to understand and observe the need for confidentiality.
- Experience/knowledge of the issues/challenges faced by young people with a diagnosis of ADHD and/or autism.
- Demonstrable track record of supporting the mental health of young people.
- Experience of delivering individual and group work for young people with a diagnosis of ADHD and/or autism.
- Ability to assess the mental health of young people.
- Ability to offer evidence-based specialist mental health interventions for young people with a diagnosis of ADHD and/or autism (training can be provided).
- Experience of working with families.
- Experience of working with families in a multi-racial community.
- Effective communication skills and an ability to represent the organisation internally and externally.
- Ability to manage a diverse workload with competing demands.
- Ability to develop professional relationships with schools, local authorities and other partner organisations.

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- Commitment to the values of CAAS.

7. Person Specification - Desirable

- Experience of facilitating parenting courses.
- Knowledge of evaluation methods to measure mental health improvements in young people.
- Voluntary Sector experience.
- Experience of promoting projects to young people and their families.

8. Equal Opportunities

CAAS is an equal opportunities employer and welcome applications from all suitably qualified persons, regardless of their race, sex, disability, religion/belief, sexual orientation or age. CAAS is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an enhanced DBS disclosure.

9. To Apply

Contact Lynne Lavery or Therese Glynn on 020 8429 1552 or on enquiries@adhdandautism.org to request an application form.

Closing date for applications is Friday 9th March 2018 with a prospective start date in April.