

# **HEALTH FOR ALL (LEEDS) LTD**

## **PATHWAYS PROJECT WORKER**

### **JOB DESCRIPTION**

<b>SALARY</b>	<b>£23,186.80 Full Time Per Annum £6,624.80 Actual Per Annum</b>
<b>HOURS</b>	<b>10 hours per week</b>
<b>OFFICE BASE</b>	<b>Middleton Family Centre</b>
<b>RESPONSIBLE TO</b>	<b>Board of Trustees, Health for All Manager, HFA Family Support Service</b>
<b>REPORTS TO</b>	<b>Young Peoples Groups Coordinator Family Support Service Manager</b>

### **MAIN PURPOSE OF POST**

To engage with hard to reach young people aged 16-18 who are NEET (not in education, employment or training) to offer motivational 1-2-1 and group support to improve readiness to get into employment, education or training through delivering a range of activities and support including: confidence building, raising aspirations, preparation for the world of work and access to opportunities including voluntary work, work experience, training, education and employment.

### **DUTIES:**

1. To work in partnership with Leeds city council Youth Services Pathways team to identify young people on the Neet list and contact them to offer support.
2. To carry out tracking home visits (Neet sweeps) to young people who cannot be contacted by phone to offer support and signpost young people to support/ opportunities on offer.
3. To update the IO system (database) regularly with information gained from tracking visits, phone calls and face to face contact with young people.

4. To carry out 1-2-1 work with young people to set goals, complete personal action plans and support, motivate, encourage and enable young people to work towards their action plan within a given timeframe.
5. To carry a caseload of young people and take responsibility for maintaining regular contact and communication with young people and their parent/carer, completing and updating paperwork and maintaining records of work completed to date. (IO system )
6. To work closely with young people to help them identify their own barriers to EET and offer solution focused support to overcome these barriers.
7. To deliver 1-2-1 work with young people at various locations, in the family home, in health for all premises, in public places i.e. cafes, libraries, one stop shops etc. (Must be comfortable lone working.)
8. To develop a good working knowledge of appropriate services and provision across the city, training providers, volunteering opportunities and work in partnership with these providers to support young people to engage well with the support/ programmes on offer.
9. To contribute to and update internal database of sources of help, advice and resources.
10. To accompany young people to appointments, organise wake-up calls, transport etc.
11. To seek out appropriate work experience and volunteering opportunities for young people, liaise with employers/ providers to broker placements, support and encourage young people to attend these.
12. To plan and deliver 1-2-1 and group workshops to support young people to: create email account, create CV, covering letters, upload of details onto apprenticeship hub and recruitment sites, complete job applications, job search and interview preparation and all other aspects of job search.
13. To plan, promote and deliver events to engage Neet young people i.e. young people's drop-in, creative sessions, summer programmes.

14. To think outside the box and develop creative, motivational and effective ways of engaging with hard to reach Neet young people and to retain young people on programmes/ 1-2-1 support.
15. To effectively promote the Pathways Project to young people and potential employers, work experience providers and referral sources i.e. Clusters, Social Care, YOS, voluntary sector providers etc.
16. To work in partnership with local youth, community and self-help groups (run by Health for All and external organisations) to provide activities to help raise awareness of the Pathways Project.
17. To contribute to and update internal database of sources of help, advice and resources.
18. To maintain monitoring and evaluation systems for the project.
19. To encourage young people to be actively involved in both the planning and evaluation of the support on offer and provide opportunities for young people's voices and opinions to be heard.
20. To contribute to quarterly monitoring reports, by providing updates and written case studies, photos and film of the people who have participated in 1-2-1 support/ programme.
21. To attend training and relevant meetings as directed by the line manager.
22. To ensure compliant with Data Protection regulations and new GDPR (General Data Protection Regulation) rules.
23. To undertake any further tasks required to further the aims and objectives of Health for All.
24. To carry out the duties of the post with regard to Health for All's Safeguarding Children's policy, Safeguarding Vulnerable Adults Policy, Equal Opportunities and other policies.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Issued: \_\_\_\_\_