

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

## **POSITIVE DESTINATIONS PROJECT WORKER**

### **JOB DESCRIPTION**

<b>SALARY</b>	<b>£23,535 Full Time per annum £11,430.12 Actual per annum</b>
<b>HOURS</b>	<b>17 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>Operations Manager - Young People &amp; Families</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) or at risk of NEET 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.

To operate in line with Health for All values showing commitment and a positive attitude to the post and Health for All objectives.

### **DUTIES:**

1. To outreach and carry out home visits to young people to offer innovative support to young people facing barriers into education, training or employment
2. 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.
3. To offer community-based group support including: confidence building, preparation for the world of work, interview skills and access to opportunities such as voluntary work, training, taster sessions on enterprise projects, work experience and employment.

4. To update the IO system (database) regularly with information gained from tracking visits, phone calls, face to face contact with young people and updating paper work and maintaining records.
5. To carry a caseload of young people and take responsibility for maintaining regular contact and communication with young people and their parent/carer adopting a whole family approach.
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 community centres, 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 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 Positive Destinations Project to young people and potential employers, work experience providers and referral sources i.e. Schools, 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 Positive Destinations Project.

17. To maintain monitoring and evaluation systems for the project.
18. To contribute to quarterly monitoring reports, by providing updates and written case studies, photos and film
19. To attend training and relevant meetings as directed by the line manager.
20. To ensure compliant with Data Protection regulations and new GDPR (General Data Protection Regulation) rules.
21. To undertake any further tasks required to further the aims and objectives of Health for All.
22. To carry out the duties of the post with regard to Health for All's Safeguarding Children's policy, Safeguarding Vulnerable Adults Policy, Equality and Diversity policy and other policies.

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

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

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