**Job Description**

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| Job Title: SAFE Worker |
| POSCODE: Fenland |
| Grade: SO1 |

**Overall purpose of the job**

As a SAFE Worker, the role is to establish and maintain trusted, long-term relationships with children experiencing exploitation by providing regular and consistent support over several months. The aim is to offer positive alternatives to help young people redirect their lives and enhance their safety. This may involve supporting their engagement in education, training, or other constructive activities that align with their interests and skills. SAFE workers provide guidance on effective strategies for working with exploited children, including developing safety plans for young people, their families, schools, or other organisations. Additionally, SAFE workers collaborate closely with partner agencies, attending meetings and sharing relevant information as needed. A key aspect of the role is to support education providers and communities in building resilience, identifying risks, and implementing measures to prevent exploitation.

# Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

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|  | **Main accountabilities** |
|  | **Service Delivery and Case Management**  Deliver 1:1 intensive support for a case load of young people. Providing high intensity, innovative and diversionary interventions to young people identified as being involved or at risk of child criminal exploitation (CCE). This includes those identified as being involved in gangs and in the supply of drugs.  Advocate and become a trusted relationship for young people at risk of CCE.  Work closely with family members/carers, extended family, school/training providers, police, housing and any other specialist workers, to access and refer on for additional services.  To work closely with partner agencies to identify and provide intervention for those young people at risk of CCE.  Facilitate group work programmes and activities working closely with other external agencies to reduce the risk of child criminal exploitation.  To access, contribute to and complete assessments for young people using asset plus (YJB assessment tool), Early Help Assessment Tool or Child and Family Assessments. Complete and update CCE Risk Assessment Tool in conjunction with these primary assessment tools.  To make clear and defensible assessments in relation to young people’s risk and vulnerability and develop and contribute towards a plan of intervention that is continuously open to review.  Participle in Risk Management Panels, Early Help Planning or Social Care Planning processes, in line with YOS risk management and District Team planning frameworks, to identify risk and safeguarding issues and concerns. |
|  | **Recording and Information**  To ensure that all assessments, case contacts, intervention plans and management plans are recorded on Child View YJ or Liquid Logic (Early Help/Social Care).  To ensure that relevant information, interaction with colleagues and decision making is recorded to a high standard. To ensure that case information is effectively updated and maintained on an ongoing basis to reflect good practice and enable colleagues to access information on young people and parents/carers as and when required.  Ensure that contacts are completed on CVYJ or Liquid Logic within 48 hours of work being conducted. |
|  | **Partnership and Team Development**  Work closely with the Social Care MET HUB, basing yourself between this service and the YOS, in order to facilitate referrals and information sharing.  Liaise regularly with other external/partner agencies and attend relevant meetings in order to effectively monitor young people who are at risk of child criminal exploitation, ensuring that information and intelligence is shared in accordance with data protection.  To seek the view of colleagues, partner agencies and project/service users in respect of the effectiveness of the service provided and advise the High Risk manager accordingly.  To work with partner agencies such as YOS, Police, Early Help and Social Care colleagues to plan, organise and deliver activities and projects as part of an intervention plan that will enable young people to reduce their risk of exploitation, offending, serious harm and vulnerability.  To support the development of the team through attendance and constructive contribution at other agency meetings, team meetings and training events. To work with partner agencies to promote and ensure safeguarding of children and young people.  To work with schools within the local area to support the development and delivery of preventative awareness raising programmes to reduce the risk of CCE, serious violence and gang involvement  To incorporate equal opportunities policy and anti-discriminatory practice in all areas of work and comply with all Cambridgeshire County Council policies and procedures.  To be an integral member of the Youth Offending Service, contributing to the delivery of the service as contained within the Youth Justice Plan.  To handle sensitive information with care and to share information with partner agencies in compliance with set protocols.  To support, supervise and mentor sessional/relief staff as required.  To be available to work irregular hours - evenings and weekends - in order to divert young people from further exploitation when they are most vulnerable. Be part of an on call rota when required. Do phone calls to young people on a regular basis to monitor and track their whereabouts. |
|  | **To organise and assess meaningful activities for young people to promote pro-social skills and confidence. To organise a timetable of planned activities for young people in order to divert them from child criminal exploitation. This includes education, training and employment.**  To organise and deliver a timetable of activities for young people to assist in reducing vulnerability and future exploitation. This will include setting up projects and taking the lead with young people in small groups.  To deliver work with young people to help them achieve an educational qualification/award. Be responsible for submitting work for accreditation.  To undertake risk assessments on activities in conjunction with the High Risk and Deter activities officer.  To obtain and hold records of parental consent and medical information on young people to ensure appropriate preparation for activities.  To produce a timetable on a weekly basis for young people on your caseload.    To involve the young people in the planning of their activity programme and review regularly.  To identify training providers and recruitment agencies and liaise closely with them to reintegrate young people into education, training and employment.  To prepare young people for reintegration into training and employment by working on specific skills such as CV writing, interview skills, retaining and keeping employment etc.  To liaise closely with schools/ education provider for school-aged young people and any other relevant professional to minimise the risk of exclusion.  To attend all relevant education meetings in order to effectively manage needs of the young person and the provider. |
|  | **Safeguarding**  Work within Cambridgeshire County Council’s safeguarding and child protection policies and procedures.  Follow team processes when a safeguarding issue arises.  Ensure that safeguarding and child protection training is updated regularly. |
|  | **Professional Development and Values**  Take responsibility for own professional development including keeping up to date with information within the service.  Work in accordance with the Councils Single Equality Strategy be committed to promoting fairness and equality of opportunity, and celebrating diversity for all people.  To carry out all other related professional functions, including the protection of confidentially, record-keeping and time management, as well as participation in appropriate training and development activities and the Councils equal opportunities policy. |
|  | **Quality Assurance**  To collect and prepare data as required in order to produce and present a report to colleagues, other agencies and funders.  Participate in the collection of feedback from peers, young people and family/carers.  Contribute to the development of the service, to include developments based of feedback on the service. |
| 8. | To demonstrate awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs. |

**Safeguarding commitment** *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

**Person Specification**

**Qualifications, knowledge, skills and experience**

Minimum level of qualifications required for this job

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| Qualifications Required | **Subject** | **Essential/**  **Desirable** |
| |  | | --- | | 3 A Levels/NVQ 3 or equivalent experience. | |  | Essential |
| GCSE level C in Maths and English or equivalent |  | Essential |
| Evidence of relevant continuous professional development |  | Essential |

Minimum levels of knowledge, skills and experience required for this job

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| Identify | Describe | Essential/Desirable |
| **Knowledge** | In depth knowledge of child protection and safeguarding processes and services. | Essential |
|  | Knowledge and awareness of issues relating to communities from different racial and cultural backgrounds and equal opportunities. | Essential |
|  | Good working knowledge of relevant legislation relating to young people. | Essential |
|  | In depth knowledge of child criminal and sexual exploitation and how this impacts on young people and families. | Essential |
| **Skills** | Ability to adapt to change on a daily basis, and/or longer term as services develop and change | Essential |
|  | Ability to identify, record and report potential risk | Essential |
|  | Proficient in maintaining confidentiality and understanding the importance of accurate and timely data input on a database. Demonstrating effective use of IT and electronic case management IT systems. | Essential |
|  | Ability to engage and motivate resistant and hard to reach young people. | Essential |
|  | Empathetic and the ability to create a rapport. | Essential |
|  | Ability to manage conflict and uncertainty with a view to achieving an outcome that will be in the best interests of young people. | Essential |
|  | Ability to problem solve on a wide range of issues and to seek the necessary information and guidance to make an appropriate decision or recommended course of action. | Essential |
|  | Commitment to working in partnership with other agencies to develop broad ranging packages of support. | Essential |
|  | Ability to communicate effectively at all levels, through different mediums as required and work closely within a team. | Essential |
|  | Ability to engage in effective team work | Essential |
|  | Ability to work independently, using own initiative | Essential |
|  | An aptitude for working with young people and motivating them to produce the best whilst establishing good boundaries. | Essential |
|  | Ability to contribute to the development of creative and effective packages that will contribute to a reduction in exploitation | Essential |
|  | Ability to evidence a positive approach to young people. | Essential |
|  | To work flexibly including evenings and weekends | Essential |
|  | Willing to participate in an on call rota and to provide monitoring phone calls to young people out of hours. | Essential |
|  | Ability and willingness to travel across the county. | Essential |
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| **Experience** | Experience of working with young people with challenging behaviour. | Essential |
|  | Experience of working in a statutory or voluntary agency. | Essential |
|  | Experience of working within a structured plan to set timescales | Essential |
|  | Experience of working flexibly and under pressure | Essential |
|  | Experience of advising and advocating on behalf of the young people. | Essential |
|  | Experience in Social Care, Youth Work, Work with Adolescents or Youth Offending. | Essential |
|  | Experience of casework, supervision, risk management and interagency working. | Essential |
| **Equal opportunities** | Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs | Essential |
| **Safeguarding** *(include for roles working with children/vulnerable adults)* | Demonstrate an understanding of the safe working practices that apply to this role. | Essential |
|  | Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults. | Essential |