



<b>Job Title:</b>	Children's Outreach Officer
<b>Location:</b>	Home based currently - usually office based within the Borough of Broxtowe
<b>Salary:</b>	£22,500 (Pro rata)
<b>Working Hours:</b>	Part Time - 20 or 22 hours per week (potential to extend/increase hours subject to funding)
<b>Contract:</b>	Fixed Term – March 2022 (potential to extend subject to funding)
<b>Responsible to:</b>	Children's Service Coordinator

**Job Purpose:** To work closely with our Children's Service Coordinator and Children's and Young People's Outreach Programme (CYPOP) to provide specialist support to children and young people who have been impacted by Domestic Abuse.

**Key Duties:**

- Develop and maintain the quality and sufficiency of the CYPOP through service innovation and service delivery
- Process referrals according to BWP's agreed principles
- Undertake risk assessments of future clients and implement risk and support plans
- Implement the CYPOP through holding own caseload, and using appropriate empathetic methodologies, and person-centred communication techniques.
- Work in a mentoring capacity with children and adolescents, focussing on a trauma-informed needs-based approach that recognises the impact of domestic abuse
- Help children and young people recognise and build on their own strengths and abilities
- Ensuring the children and young persons' voices are heard
- Communicate effectively with relevant colleagues and where appropriate, engage in collaborative practice.
- Work flexibly with children and young people in a variety of settings, whilst recognising the needs of their families.
- Support and facilitate appropriate group work programmes
- Build positive working relationships with relevant external partner agencies
- Maintain updated records, and ensure the records' accuracy and accountability
- Review progress through monitoring forms, and ensure, where possible, planned, constructive endings of contact
- Ensure that the CYPOP complies with BWP's policies and procedures

- Attend clinical supervision as required by BWP's commitment to appraisal and ongoing CPD
- Comply with Health and Safety requirements
- Undertake other duties as required, commensurate with the level of the post

## **Person Specification**

### **Knowledge:**

- Working with children and young people through an appropriate qualification
- Aims, objectives and values of BWP
- Symptoms of emotional difficulties, mental illnesses, and trauma in children and young people
- Child and adolescent development
- Domestic abuse and its impacts
- Anti-discriminatory practice
- Other relevant partner agencies
- Professional boundaries
- Safeguarding requirements, practice, and legislation

### **Skills:**

- Good communicator, using a range of methods, including casework and group work, oral and written communication
- Excellent interpersonal listening skills
- Resilience
- Ability to work flexibly, both within a team and independently, as appropriate, whilst prioritising duties
- Time management and planning
- IT systems including Microsoft Word, Excel, Teams, Zoom, and email

### **Experience:**

- At least 3 years relevant experience working with children and young people, including assessment skills.
- Achievement of good service outcomes for self and others
- Collaborative working, including building and maintaining purposeful networks
- Establishment and maintenance of reporting and evaluation systems

### **Values:**

- Honesty
- Tactfulness
- Confidentiality
- Accountability
- Respect for others
- Anti-discriminatory attitudes
- Strong drive for excellence
- Commitment to establishing and maintaining good professional relationships

**Qualifications:**

- Recognised relevant training and knowledge to at least NVQ Level 3 in Children's Care, Learning, and Development, or equivalent
- Desirable: qualification at higher education level in social care, children and adolescents, mental health, psychology, or a relevant profession