

Who are we?

Positive Futures is positive about people. We transform peoples' lives every day. We support people who have a learning disability, acquired brain injury and autism.

The bottom line is this: wonderful things can and do happen when people get the right support, at the right time, from the right people.

What does a Community Outreach Worker do?

Put simply, your job is to offer practical support to children and young people with a learning disability and/or autism and, where appropriate, their families, to enable the individual to participate in social and leisure activities within their local community. Some of our services also support adults – check out the 'Meet Us, Join Us' document for more information.

To help you to do this, you will:

- receive a full and paid induction
- spend time getting to know each of the individuals and, where appropriate, families you are supporting
- learn how best to support each person
- work as part of a dedicated team to provide support

What team will I work in?

You can find out about the team you will be working with in the accompanying 'Meet Us, Join Us' document.

POSITIVE FUTURES

ACHIEVING DREAMS. TRANSFORMING LIVES.



Job Title	Community Outreach Worker
Reports to	Service Manager

Purpose of Role

To offer practical support to families with a child or young person with a learning disability, acquired brain injury or autism, to include enabling the child to participate in social and leisure activities within their local community. Some of our services also support adults.

Main Responsibilities

Supporting Children

Providing person centred support – afternoons during term time, and may include some evening and weekend work

- Co-ordinate, organise, deliver and evaluate activities for children. This will include after school clubs, youth groups, crafts and sports and holiday schemes.
- Support children to take part in community activities in line with their “person centred” plans, either individually or in group settings. This includes supporting each child to build positive and sustainable relationships with their peers.
- Provide high quality support to every child. This means giving each child the particular support they need (as outlined in their Person-Centred Portfolio) so they have fun and are engaged in activities that they enjoy.
- Learn about each child you support and share that knowledge with other staff and volunteers, to further enhance each child’s individual support plan.
- Support children to learn and maintain new skills, including social and communication skills, and to develop their confidence and independence.
- Support children to identify and work towards achievable goals.
- Support children to speak up for themselves and to make choices and decisions as appropriate to their age and stage of development.
- Providing transport for children to and from activities.

Supporting children to be safe and healthy

- Support children to maintain their physical and emotional wellbeing.
- Ensure every child we support is protected from abuse at all times and report any issue of concern in line with Positive Futures’ Safeguarding Children Policy.
- Maintain positive and appropriate professional boundaries with children and their families.

- Keep up to date with any risks and controls in the workplace, including risk assessments for children supported.
- Ensure any risks that are identified during support of a child are responded to promptly and escalated in line with the Risk Management Policy.

Supporting Families

- Maintain positive and professional working relationships and effective communication with families.
- Provide practical and emotional support to children, their families and carers.
- Promote and protect the rights of the families and children supported.
- Advocate on behalf of children and families as appropriate.
- Work with the Service Manager to process referrals from the local Health and Social Care Trust, ensuring that appropriate supports are agreed to meet the needs of the children and families referred.
- Compile and review Person Centred Plans, risk assessments and any other tools that will ensure the accurate identification and description of the needs of each child and family.
- Evaluate the effectiveness of support provided against agreed outcomes, regularly review this with key stakeholders, and implement required changes.

Some of our services also provide practical support to parents and siblings. This support includes:

- Providing advice and guidance to enable to parents to connect with other supports available to them and to access key information, and, where appropriate, provide practical support to siblings.
- Promoting and supporting relationships which enable the whole family to be included within the life of their local community, including social and recreational activities, and assist them to do these things as needed. This includes building community capacity.
- Supporting families to make plans for the future.

Self-Directed Support

Some of our services provide direct support hours which are funded by the Trust's Self-Directed Support scheme or via Direct Payments. This support includes:

- Promoting Self-Directed Support with families and local communities.
- Ensuring that the people supported and/or their families / carers are provided with full information regarding activities in line with the support agreement, including providing transport.

Staff, Volunteers and Other Parties

- Work as part of a team with other staff and volunteers to provide the right support.
- Act as a strong role model for other staff and volunteers by:
 - Promoting best practice when delivering support
 - Ensuring that the support provided promotes people's independence, self-advocacy, social and communication skills
 - Providing safe and effective support, which includes the appropriate recording, and escalation of any issues or concerns.
- Take part in the induction, on-going coaching, mentoring and training of new staff and volunteers.
- Positively promote volunteering within the service, be familiar with volunteer processes, and support volunteers in their role.
- Actively participate in meetings as required, for example, team meetings, statutory meetings, and meetings with the people we support and families.

Administration

- Accurately complete and store records, using appropriate record keeping systems, processes and templates. This will include records kept in relation to risk assessments, learning logs, incidents, behaviours of concern, communication, medication etc.
- Use ICT systems to carry out the responsibilities of the post. This includes the use of Microsoft 365, our HR and support planning systems.
- Produce and present written reports for meetings as required.
- Assist in the monitoring of service quality, to include contributing to the development and review of service improvement plans.

Professional Practice

- Work in line with Positive Futures' Mission, Values and Code of Conduct and Practice.
- Maintain up to date registration with the Northern Ireland Social Care Council (NISCC) or other relevant professional body and adhere to their Standards of Conduct and Practice.
- Take part in relevant learning and development courses, and ensure your mandatory training is up to date.
- Take part in Person Centred Supervision and performance review with your line manager.
- Read, understand and follow all policies, procedures and guidance, keeping up to date with any changes.

General

- Participate in an on-call rota which ensures support for staff and volunteers whilst they are engaging with the families supported.
- Understand and respect confidentiality and maintain personal data in line with Positive Futures' policies, procedures and guidance.
- Carry out your duties and responsibilities in line with relevant health and safety and risk management policies and procedures ensuring that risks are clearly identified, and mitigation actions are taken.
- Build and develop positive working relationships within your team and across other teams and departments.
- Develop and maintain positive professional working relationships with HSC Trust staff and other key individuals / organisations in the interests of the people we support.
- Seek to make continuous improvements in your area of work.
- Promote and encourage the involvement of the people we support in the everyday work of our services and the wider organisation.
- Have regular contact with the people we support and be available to them in order that their views and wishes are kept to the forefront of our work.
- Represent the service / department and/or the organisation as required.

This job profile provides a summary of the core responsibilities of the role; however, the job holder may be required to undertake other duties from time to time as Positive Futures may reasonably require.

How do I apply for this job?

Complete an application form online stating how you meet the following criteria for this job in the shortlisting section of the application form. We will use this shortlisting section to decide whether to invite you to an interview.

To apply for this role, you **MUST** have:

1. A minimum of one year's paid or personal experience* of supporting individuals and/or families
2. Experience of planning, organising and implementing activities for children and young people.
3. Full driving licence and access to a car which is insured for business use. Consideration will be given to those applicants unable to drive due to a disability.
4. Be registered, or be eligible for registration on appointment, on the appropriate part of the Northern Ireland Social Care Council (NISCC) or other relevant professional body.

**Experience is defined as within the past 2 years*

Positive Futures reserves the right to enhance the shortlisting criteria.

A waiting list will be compiled for a period of 6 months, after which it will expire, and offered in order of merit.

To be successful at interview and ensure the people we support receive the highest quality service, you need to:

- Share our **POSITIVE** values
- Have the right skills (or competencies) needed for the job.

Our Values

“Our values” are what underpin everything we do in Positive Futures.

PEOPLE FIRST – the people we support will always be our top priority.

OPPORTUNITIES – we seek out opportunities to make life better for the people we support through the commitment and dedication of our staff and volunteers.

SPEAKING OUT – working in partnership with the people we support, we will champion their rights at every opportunity with decision makers, with government – locally, regionally and nationally – and in the media.

INNOVATION – we are a learning organisation that is always looking for new, creative and better ways to do things.

TENACIOUS – we don’t give up – if it needs to be done, we believe it can and will be done.

INVOLVEMENT – the people we support and our staff will always have a say in the running of the organisation and we will celebrate with our partners and stakeholders what we achieve together.

VALUE FOR MONEY – we deliver life-long results and transform peoples’ lives in a cost-effective manner.

EXCELLENCE – we will always aim to be the best we can be in supporting people to achieve their dreams and transform their lives.

Our Competencies

We will test a selection of these at interview.

Respectful and Understanding of Others	<ul style="list-style-type: none"> • Kind and work well with others, treating them with respect and dignity. • Understanding of the needs of others.
Effective Communication	<ul style="list-style-type: none"> • Able to communicate effectively with others, verbally and in writing.
Working with and Developing Others	<ul style="list-style-type: none"> • Able to be an active, positive and cooperative member of the team. • Helpful towards others when they need support.
Results and Quality Focus	<ul style="list-style-type: none"> • Able to complete work to a high standard. • Able to seek to maintain and improve how they perform and how others perform. • Focused on the best interests of people we support.
Problem Solving and Decision Making	<ul style="list-style-type: none"> • Open minded and able to resolve difficulties. • Able to make good decisions.
Resilient to Change and Challenges	<ul style="list-style-type: none"> • Open to change and new developments / initiatives. • Able to adapt well to new and unfamiliar situations. • Resilient and cope well when challenges arise.

The people we support, and our staff, are at the heart of all that we do.

As a valued member of staff, you can avail of our competitive salary and benefits package.



Pay

£13.04 Per Hour



Holidays

28-33 days paid per holiday year (including designated holidays). You will earn one extra day per year up to 33 days.

Entitlements are shown based on full time hours. These will be adjusted on a pro rata basis for part time staff.



Pension

We offer a contributory pension scheme – we pay 4% for eligible staff alongside your contribution of 5%.

Employee benefits

Please click [here](#) for a list of our comprehensive benefits



Training and Support

You will receive induction, relevant training, and regular 1:1 support meetings with your manager. We also provide opportunities for team development and, when needed, specialist training for teams.

We will support you to develop your career and, complete external and/or accredited training programmes relevant to your role.

