



Include Me TOO

Include Me TOO (IM2) is a charity championing disability rights and inclusion, social justice and equality for all disabled children and young people nationally and internationally. We work with disabled children and their families from African Caribbean, South Asian, and Minoritised Ethnic communities, (commonly referred as Black and Asian Minority Ethnic (B.A.M.E)). Our charity provides support, access to services, information, choices to improve disabled children, young people and their families quality of both community and family life.

IM2 deliver specialist projects ranging from increasing engagement, participation, and fun activities, to providing advocacy, training, peer support and family outreach support.

Reaching Out Service

With support from additional funding from Henry Smith Charity COVID 19 Long Term Support Grant, our charity's Reaching Out Service has recently expanded its programme to specifically offer Family Advocacy Support Service and a Youth Transition Service to support the needs of parents and carers of disabled children and young people from 'B.A.M.E and Marginalised communities and particularly those going through transitions, Education Health Care Plans (EHCP's), assessments, or having difficulties navigating the Special Educational Needs and Disabilities (SEND) system.

Job Description

Job Title: Youth Transition Family Support Worker

Reporting and Responsible to: Executive Director

Salary: £22, 894 pro rata

Hours: 18.5 per week (pro rata equivalent to 18.5 hours £11,294)

Location: Include Me TOO, Newhampton Arts Centre, Dunkley Street Wolverhampton
West Midlands WV1 4AN

Fixed Term Contract: 3 years funding with a possibility of hours and length of contract extended subject to further funding.

Job Purpose and Role

The Youth Transition Family Support Worker will work with families with 14 years plus young people with learning disabilities and additional needs ensuring parents and carers have access to the right information, skills, and knowledge to navigate and advocate for the rights of their child(ren) with learning disabilities and other additional social care and health needs during transition into adult services.

The post will act as a conduit increasing parents and carers access to local mainstream services, resources and support transitions to adulthood in Wolverhampton City.

Duties and Key Responsibilities:

Purpose and summary of job:

1. Conduct outreach to support parents and carers via home visits, at schools, public venues, or at Include Me TOO's offices to assess families and young person adult transitional needs, build relationships and provide transitional pathways of support for families and young person with learning disabilities and additional needs to reach their full potential.
2. Provide information and support to ensure parents/carers are informed of their legal and disability rights to challenge and influence statutory decisions to achieve the best learning and development outcomes for their son/daughter with learning disabilities and additional needs.
3. Provide advocacy and peer support to parents/carers at statutory planning and review meetings
4. Support parents/carers to access, understand and respond to statutory assessments, reports and correspondences to ensure they make informed decisions in preparing and contributing to the processes of assisting their son/daughter with learning disability and additional needs' transition to adulthood.
5. During a young person's transition to adulthood support parents /carers gain improved access to GP's and annual health check. Create pathways of support for young people with learning disabilities and their families to receive from statutory organisations continuous health and social care support to achieve better adulthood transition outcomes.
6. Facilitating and organising participation and engagement events/activities to B.A.M.E and other marginalised communities' parents and carers of young people with learning disability and additional needs raising their awareness of Educational Health Care Plans (EHCP's) and information they need to prepare for adulthood transition for their son/daughter.
7. Work to provide a peer-to-peer approach with a team of volunteers, which will remove the cultural and language barriers that 'B.A.M.E and marginalised communities' parents and carers experience in accessing and understanding information and advice on how to get involved and contribute in their child(ren) EHCP's, assessments, and transitional journeys to adulthood.
8. Capacity building and empowering B.A.M.E and other marginalised communities' parents and carers of young people with learning disabilities and additional needs to plan for the future, increasing their awareness regarding disability rights and entitlements for their son/daughter post 18 years.
9. Complete referral forms and actions plans and collate project monitoring data information and pass to Project and Volunteer Coordinator.
10. Support the Project and Volunteer Coordinator to promote project via media outlets, internal and external social media, and amongst all stakeholders.
11. Organise and attend community events with volunteers to reach out to families and communities who the project is aiming to support and reach.

12. Support parent and families to input and feed into the project's consultation and evaluation processes.
13. Adhering to IM2 safeguarding policies and United Nations Convention on Persons with Disabilities, United Nations Convention on the Rights of the Child and the Global Disability Children and Young People's Charter.
14. Maintain records, which provide statistical evidence for project monitoring and evaluation purposes.
15. Participate in training programme to support self/professional development to ensure skills and knowledge is kept up to date.
16. Carrying out administrative tasks associated with the post.
17. Other duties commensurate within the scope of the post and agreed by the postholder and management.

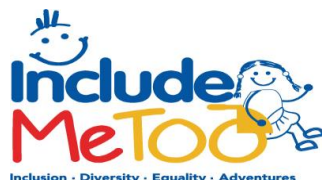
Requirements:

- Complete enhanced DBS check.
- Agree to abide by Include Me TOO's Policies regarding Equality and Diversity, Health and Safety, Confidentiality, Child Safeguarding, Safeguarding Vulnerable Adults, Child Protection, Data protection, Lone Worker and Equal Opportunity Policies.
- Maintain confidentiality regarding all areas of child and family information and all Include Me TOO information.
- Be familiar with emergency procedures.
- Use equipment appropriately and carry out reasonable maintenance.

Include Me TOO Policies

To abide and be familiar with Include Me TOO policies as set out in the staff handbook.

- Equal Opportunities Statement
- Equality & Diversity Policy
- Safeguarding Policy
- Child Protection Policy
- Safeguarding Vulnerable Adults Policy
- Health & Safety Policy
- Confidentiality Policy
- Complaints Procedure
- Risk Assessments procedure



Personnel Specification

Post: Youth Transition Family Support Worker

| ATTRIBUTE | ESSENTIAL | DESIRABLE | IDENTIFICATION |
|---|---|---|--|
| <p>General skills/knowledge</p> | <p>Good understanding of equality and disability issues, legislation and policies</p> <p>An understanding of the barriers and challenges experienced by SEND young people and their families during transitions into adulthood and obtaining assessments and EHCPs</p> <p>An understanding of the issues experienced by B.A.M.E and marginalised communities' families with children/young people with learning disabilities and accessing support and resources</p> <p>Good understanding of SEND system and transition processes, and EHCPs</p> <p>Understanding of Safeguarding policy and procedures in children and young people and vulnerable adults</p> <p>Understanding and awareness of barriers and challenges experienced by people with learning disabilities and other additional needs and the additional inequalities of B.A.M.E people with learning disabilities.</p> <p>Excellent understanding of community outreach, holistic and cultural and person centre approaches and advocacy support</p> | <p>An ability to develop and highlight good practice regarding engaging parents and carers of disabled children and young people from 'B.A.M.E and Marginalised communities' in accessing information, advocacy, services and support</p> <p>An understanding of the impact of intersectionality faced by B.A.M.E families and their communities which imposes challenges and barriers to accessing mainstream services to achieving better live chances opportunities.</p> | <p>Application Form</p> <p>Certificates</p> <p>Interview</p> |
| <p>Specific skills/abilities</p> | <p>Ability to communicate effectively at all levels and good organisation skills</p> <p>Good report writing and presentation skills</p> <p>Use of various software including</p> | <p>Use of various social media platforms, twitter, Facebook, Instagram</p> | <p>Application Form</p> <p>Certificates</p> <p>Interview</p> |

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| | <p>word, excel, publisher, PowerPoint</p> <p>Collating data, monitoring and evaluating projects</p> <p>Fluent in one or two community languages (at least one South Asian Language)</p> | | |
| Qualifications | <p>A' Levels/O'Levels/GCSE/NVQ 3 in Education and Learning, Health and Social Care or Special Needs, Child Care or Early Years Studies qualification or equivalent</p> | <p>Further qualifications in relevant Education, Health/Social care, Inclusion, Disability or related field</p> | <p>Application Form</p> <p>Certificates</p> |
| Experience | <p>Experience working in the child and adult setting to education or adult health or social care setting</p> <p>Experience of working with disabled children, young people and parents and carers</p> <p>Experience of working voluntary, community groups and organisations and statutory organisations to address disability issues.</p> <p>Proven experience of community development and participation work</p> | <p>Personal or professional experience regarding disability</p> <p>Experience of working with third sector organisations.</p> <p>Experience of working with 'Black and Minority Ethnic communities', and other Marginalised communities</p> <p>Experience and ability to engage with a wide range of stakeholders</p> | <p>Application Form</p> <p>References</p> <p>Interview</p> |
| Personal Qualities | <p>An ability to work independently and manage work load effectively.</p> <p>Demonstrate patience, empathy, sensitivity and being supportive.</p> <p>Abilities to work under pressure. Be solution driven.</p> <p>Abilities to work on own initiative as well as a team.</p> <p>Abilities to build rapport and effectively relate to parents /carers and professionals.</p> <p>Abilities and flexibility in using a range of travel modes- walking, cycling, public transport or own motor vehicle to access parents/carers and professional bodies.</p> | <p>Hold a current valid license. Have access to a motor vehicle.</p> | <p>Application Form</p> <p>Interview</p> |
| Other | <p>Self motivated and able to work creatively.</p> <p>Willing to work occasionally some</p> | | <p>Application Form</p> <p>Interview</p> |

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| | <p>unsociable hours</p> <p>A commitment to equal opportunities</p> <p>A proven interest in supporting the representation and involvement of 'B.A.M.E and other marginalised communities' families with disabled children and young people</p> | | |
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