

Job Description

Job Title: Children, Young People and Families Worker
Fixed term contract: 28 hours per week to end March 2017
Location: Manchester
Accountable to: Service and Development Manager

Main Purpose of Post

- To deliver high quality services to children and young people living with HIV
- To assess, identify, advocate for and plan support for HIV positive children and young people according to identified needs
- To provide advice, support and information to families with HIV positive children or young people
- To co-ordinate and facilitate regular peer support groups for HIV positive children and young people
- To work alongside the paediatric HIV team at North Manchester General Hospital
- To undertake an analysis of the current statistics relating to children and young people living with HIV in the North West to inform decisions on future service provision

Services for HIV positive Children and Young People

- To assess the needs of children and young people living with HIV on an individual basis
- To provide one to one support, advice and information to children and young people living with HIV to ensure the best possible life outcomes
- To advocate for individual children and young people, as appropriate
- To organise and facilitate regular peer support groups for children and young people living with HIV
- To work alongside the paediatric HIV team at North Manchester General Hospital and attend regular multi-disciplinary team meetings
- To work with other agencies – statutory and voluntary - to ensure the best possible outcomes for children and young people living with HIV
- To monitor and evaluate service delivery in line with funder requirements
- To keep up to date with information about, and developments around, HIV in relation to children and young people and to be aware of appropriate information sources
- To maintain accurate systems of record keeping of service activity and provide monitoring information as appropriate

Services for families with HIV positive children and young people

- To assess the needs of families with HIV positive children or young people
- To provide appropriate advice, support and information to families with HIV positive children or young people

General

- To participate in team meetings and act in accordance with agreed office practices and to share administrative support and administration of all agreed office systems.
- To carry out all tasks in line with George House Trust policies and to uphold these at all times.
- To respect and maintain confidentiality at all times.
- To carry out other work, appropriate to the level and nature of the post, as agreed by the organisation, in response to changing needs and circumstances.

Please note that the nature of this work will require evening and weekend work.

Terms and Conditions

George House Trust terms and conditions apply.

Salary

NJC scales SCP 26-31

Current salary band - £22,937 - £27,123 (£18,350 - £21,698 pro rata)

Hours

28 hours per week until end March 2017 (*potential to extend dependent on continued funding*)

June 2016

Person Specification

Job Title: Children, Young People and Families Worker

CRITERIA	ESSENTIAL	DESIRABLE	HOW ASSESSED
KNOWLEDGE/ QUALIFICATIONS			
NVQ Level 3 qualification - or equivalent - relating to Children and Young people	✓		Application Form
Detailed knowledge of HIV and issues related to it	✓		Application Form Interview
Basic knowledge of legislation relating to children and young people e.g. Children Act 1989	✓		Application Form
A detailed understanding of the challenges faced by children and young people with a diagnosis of HIV	✓		Application Form Interview
Social Work degree or other recognised Social Work or Youth Work qualification		✓	Application Form
EXPERIENCE			
Experience of direct work with children and young people	✓		Application Form
Experience of multidisciplinary working	✓		Application Form
Experience of facilitating or co-ordinating peer support or group activities for children and / or young people	✓		Application Form

Experience of work with children, young people and families in challenging and / or complex circumstances		✓	Application Form
Experience of working with computer database systems and ability to use computer word processing	✓		Application Form
Experience of working in the voluntary sector		✓	Application Form
SKILLS & ABILITIES			
The ability to communicate effectively and appropriately with children and young people	✓		Application Form Interview
The ability to work effectively with the parents of children and young people living with HIV	✓		Application Form Interview
The ability to work, and engage, with families where HIV is present in order to build a trusting and productive working relationship	✓		Application Form Interview
Excellent advocacy skills	✓		Application Form Interview
The ability to gather, analyse, evaluate and summarise information and statistics in relation to children and young people living with HIV in the North West	✓		Application Form Interview
The ability to maintain client confidentiality at all times	✓		Application Form Interview
The ability to assess, plan and prioritise work in a busy office environment	✓		Application Form Interview
Excellent communication skills written and oral	✓		Application Form Interview
The ability to work on own initiative and to take	✓		Application Form Interview

responsibility for own decisions			
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PERSONAL ATTRIBUTES			
A commitment to working within George House Trust's service delivery ethos of respect, empowerment and inclusion	✓		Application Form Interview
A commitment to embracing diversity and challenging HIV stigma and discrimination	✓		Application Form Interview
A commitment to identifying problems and finding solutions by reflecting on professional practice with the aim of continuous development	✓		Application Form Interview
Flexibility to respond to changing circumstances	✓		Application Form
Commitment to and understanding of working for a voluntary organisation	✓		Application Form Interview
Willingness and ability to carry out all tasks in line with George House Trust policies and to uphold these at all times	✓		Application Form



Additional Information

George House Trust is the HIV voluntary organisation for the North West of England. We exist to support adults who are living with or affected by HIV.

At present we are supporting over 2000 people per year, making us the largest HIV support charity outside London.

We were founded in 1985 as "Manchester AIDSLine" and are the UK's second oldest HIV charity (after the Terrence Higgins Trust).

We have a long record of campaigning and lobbying to secure the best possible quality of life for all people with HIV and to challenge discrimination against people with HIV.

The support we offer includes: one to one advice, information and support, treatment advice, volunteer community support, financial support, special courses and events, and peer support group spaces.

Our income comes from a variety of sources: local Government, central Government, charitable trusts, lottery distribution bodies, fundraising, donations and earned trading income. We have a robust income strategy in place, which is reviewed and monitored bi-monthly.

We have PQASSO Level 2 – a quality assurance standard.

Employment at George House Trust:

We currently employ 16 people.

We also have around 150 trained and managed volunteers, and hold the Investing in Volunteers Quality Mark.

New employees are subject to a six-month probationary period.

Full time staff work a 35 hour week, normally Monday to Friday, though some evening and weekend work is necessary. This post is a 21 hour per week post.

Our current opening hours are 9.00am to 8.00pm on Mondays and Thursdays and 9am to 5pm on Tuesdays, Wednesdays and Fridays.

All full time staff members are entitled to five weeks paid holiday plus Bank and Public Holidays.

Because of the nature of the duties the post holder will be expected to undertake, you are required at the short-listing stage to disclose details of any unspent criminal convictions. Only relevant convictions/information will be taken into account. Any failure to disclose relevant information could result in dismissal or disciplinary action by the organisation.

Our offices are in Ardwick, just south of Manchester City Centre. We are a short walk from Piccadilly Station and we are, on a major bus route. There is free parking on the road in front of our building.

The values and vision of George House Trust

Values

George House Trust believes in dignity, respect, empowerment, integrity, recognising difference and being passionate about our work.

Dignity

We believe that to treat someone with dignity is to treat them as being of worth in a way that is respectful of them as valued individuals.

We also believes that where dignity is present people feel in control, valued, confident, comfortable and able to make decisions for themselves.

Respect

We believe that this is best demonstrated by a willingness to show consideration and appreciation for the feelings, wishes or rights of others

Empowerment

We believe in empowerment as a goal for all service users in order to have the freedom to act, think, respond, initiate and make decisions.

Integrity

We treat people with integrity through being honest and having strong principles.

Recognising difference

We recognise that each individual is unique. We explore these differences in a safe, positive and nurturing environment and make an effort to understand each other beyond simple tolerance, to embrace and celebrate the diversity of difference between each individual.

Being passionate about our work

Our passionate approach means we put energy, enthusiasm and excitement into our charity and its services. Our ambition is materialised into action to put as much heart, mind, body and soul into our work.

Vision

George House Trust's vision is for all people living with HIV in the North West to live happy and healthy lives, and be free from stigma and discrimination. Our vision is for all people to know their HIV status and to be HIV aware.

Mission Statement

- We will provide good quality services to people living with HIV, which enable them to feel empowered and able to live happily and healthily with HIV.
- We will raise awareness of HIV, promote safer sex and encourage all sexually active people in the North West to know their HIV status.
- We will ensure that HIV is prioritised by public bodies across the North West, given that it has the biggest population of people living with HIV outside of London.
- We will challenge HIV stigma and discrimination and promote a better understanding of HIV.