**Job Description**

**Outreach Worker**

The Outreach Worker’s role is to support the young people they are working with to address their offending behaviour, and help them to desist from further offending. We do this by helping the participant to develop the skills to positively interact with their families and the wider community, we meet them at their level, building a trusting relationship with them and modelling positive pro-social relationships.

To build a trusting and honest relationship with the young people assigned to the project and to you as their keyworker.

To engage young people who are clients of the project in activities and outings depending on their needs.

To help each young person identify their own skills and talents and to involve them in activities tailored to their needs. These activities will not take the place of structured educational activities where a young person is attending full or part time education.

To advocate on behalf of young people with any agencies that may be able to help the young person attain their full potential or where the young person does not feel able to represent themselves.

To ensure that all paperwork is up to date and client’s files contain all the necessary signed forms, e.g. referral forms, parental consent forms etc.

To assist in maintaining the offices in a tidy and orderly condition. Outreach operates a ‘clean desk’ policy and it is the responsibility of each staff member to ensure that all confidential material is filed in a locked cabinet before leaving the office.

To work in a way that is consistent with the Vision, Mission and Core Values of Outreach and to take the initiative to liaise regularly with other staff members to ensure that this is maintained.

To attend weekly team meeting and to initiate and bring to the attention of other staff members, at the team meeting, new opportunities for education, training, or recreation which would be in keeping with the needs of the client group.

To participate fully in all outdoor activities (including overnight trips) and to be fully involved in their planning and execution.

To be aware of training needs for self and to bring the manager’s attention to courses that may benefit the staff in their roles in the company.

Be available to work with a number of key clients, this will include attending any meetings or reviews concerning the client and liaising with other agencies to ensure no duplication of services. You may also be required to devise multi-agency plans for each young person.

Attend any meetings or Youth Fora as designated by the manager.

Make manager and staff aware of funding opportunities and follow up on them where necessary. Funding applications to be completed by the relevant staff member.

Ensure that the company’s vehicles are kept clean, tidy and in good running order.

Ensure that First Aid Kits in all vehicles are kept fully stocked at all times.

Ensure that store is kept clean and tidy and that all equipment is deemed fit for purpose and cleaned after each use.

All staff are expected to present in a clean and tidy manner when working with clients and ensure that Outreach is represented in a professional and friendly way.

To carry out any other duties from time to time as may be deemed necessary by the manager.