



Job Description

- Job title:** Specialist Support Practitioner, Missing Young People
(21 hours per week)
- Reporting to:** Jigsaw4u Service Manager
- Responsible for:** Delivery of the Jigsaw4u Missing Young People Service
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Role in Context

The Jigsaw4u Missing Young People Service is a statutory partnership with the London Borough of Sutton. Once the missing persons unit has made a referral, the support workers will make efforts to engage the young person so that they can conduct a Return Home Interview to gain insight as to why the young person may have run away or 'gone missing'. These interviews can lead to individual support, working on the priorities identified during our assessments in order to reduce risk. We offer advice and consultation to parents, carers and professionals on the issues these young people are experiencing.

1. Purpose of the job

Be responsible in the designated area for:

- Delivery of Jigsaw4u's targeted Missing Young People Service within the appropriate service guidance and policy framework
- Collect data and report on direct work delivered
- Develop and enhance relationships with strategic partners in the designated area
- Maintain and strive to improve service delivery standards and effectiveness

2. Main duties

- Conduct Return Home Interviews for missing young people
- Thoroughly assess risk issues during Return Home Interviews
- Take a multi-agency approach, sharing information and working in partnership with the Police and Children's Social Care to safeguard and reduce risk
- Creating and maintaining strong and professional relationships with social workers, school safeguarding leads, parents and other professionals to ensure the young

people we meet are safeguarded and supported throughout their time with Jigsaw4u

- Improve mental health through brief therapeutic interventions (development of healthy relationships, solution-focused counselling aiming to help young people consider longer-term psychological support, improve relationships with family if applicable)
- Collection of relevant monitoring information and statistics
- Evaluation of interventions provided through Outcomes Star impact measurement tool and other appropriate methodology
- Attend professionals meetings as required
- Proactive and time conscious actions to gather information relevant to young people in order meet a 72 hour timeframe to conduct a Return Home Interview and share relevant safeguarding concerns and recommendations with our stakeholders.
- Be able to work with a flexible approach as the service can often fluctuate with referrals and the young people met through the service can be high risk individuals requiring specific therapeutic support

3. Generic responsibilities

- Manage personal resources and own professional development
- Follow the Jigsaw4u Safeguarding Policy at all times and respond to safeguarding concerns to a high standard, ensuring safeguarding disclosures are directed towards the Service Manager or Duty Safeguarding Manager.
- Work in a manner that promotes equality and values diversity
- Promote a health and safety culture within the workplace
- All information must be maintained in accordance with the Jigsaw4u Data Protection Policy and GDPR
- Undertake other activities as required

4. Travel

The role will require travelling around the borough to visit young people in their place of education or in the community where appropriate. Travel costs will be reimbursed.

5. Hours

21 hours per week.

While the majority of the role exists within the general boundaries of 'office hours' there will be occasions when unsocial hours may be expected along with home working and weekends – entirely reflecting the need to work with children and young people when they are most available. This can often be the case with regards to safeguarding disclosures and ensuring that the appropriate professionals are aware, or referrals have been made in a timely fashion.

This job description serves to illustrate the type and scope of the duties currently required for the above post and to provide an indication of the required level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time, they will not however change the general character of the job or the level of responsibility entailed.

6. Training/Supervision

To undertake supervision on a regular basis. To attend Jigsaw4u meetings and training events as requested by line manager.

7. Terms & Conditions

Jigsaw4u terms and conditions of service.

8. Salary

Competitive. Jigsaw4u regularly benchmark salary scales to ensure our staff are remunerated in accordance to NJC scales and similar roles in similar organisations.

This job description outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post holder, Jigsaw4u and the London Borough of Sutton.



Person Specification

Job Title: Specialist Support Practitioner

Department: Jigsaw4u Missing Young People Service

1. Knowledge and Experience

Essential

- Proven track record of successfully delivering services for children and young people and successful youth engagement in a comparable role within a service-driven organisation of comparable size, scope and complexity
- Knowledge of safeguarding issues and processes relating to children and young people
- Understanding and knowledge and an active commitment to promoting equal opportunities and diversity
- A successful track record of building effective working relationships across internal and external stakeholders
- An understanding of the current issues for missing children and young people
- Understanding and knowledge of the requirement for confidentiality and safe working practice and maintenance of files in accordance with the Data Protection Act and other legal requirements
- Experience of collecting qualitative and quantitative information for monitoring and evaluation system(s)
- Experience of accurate data recording, note taking and report writing

Desirable

- Knowledge of Return Home Interviews
- Knowledge of criminal exploitation
- Knowledge of child sexual exploitation
- Knowledge of the Care System and the issues affecting young people in care
- Knowledge of issues facing the voluntary sector, volunteers, staff and service users

2. Skills and abilities

Essential

- Ability to work on own initiative, prioritise work and deal with competing or conflicting demands/ needs and interests in an organised and methodical manner
- Ability to develop creative solution-focused interventions with young people
- Ability to complete assessments and support planning alongside young people and other professionals
- Ability to develop range of resources and materials to support work with young people
- Ability to communicate sensitively and effectively both verbally and in writing with a wide range of people
- Ability to negotiate, advocate and influence others
- Demonstrate empathy and control own emotions
- Promote organisational interests and values
- Good IT skills and ability to become competent on the Jigsaw4u Lamplight database
- Able to devise systems for the efficient collection of qualitative and quantitative data for monitoring purposes
- Will be required to work flexible hours and travel
- Ability to promote the work of Jigsaw4u
- To recognise own strengths and address weaknesses
- Value and support others
- A successful and effective negotiator and facilitator with a flexible style and approach to different people and partners.

3. Qualifications

Essential

- Evidence of successfully co-ordinating and delivering projects for children and young people

Desirable

- Relevant Degree and/or professional children's qualification
- Evidence of Continuous Professional Development