##### Job Description

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| **POST:** Young Person’s Service Co-ordinator**ACCOUNTABLE TO:** Head of EnterpriseHOURS: 36.25 SALARY GRADE: SCP Scale point 27 to 35 **DATE:** January2023  |

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| **JOB PURPOSE:** To provide leadership to NESS’s Young People’s Sensory Service (YPSS). Develop, plan and deliver a regular programme of integrated activities, social groups, and individual support for young people with a vision and/or hearing impairment in Aberdeen, Aberdeenshire and Moray, helping them build their confidence, ambitions and independence.  |

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| **KEY ACCOUNTABILITIES/TASKS:**1. To provide one-to-one support and appropriate group activities for the young people referred to NESS.
2. To support, supervise and line manage workers associated with the YPSS as directed by your line manager.
3. To ensure the YPSS complies with NESS policies, procedures and systems.
4. To establish good communications with the individuals who use the YPSS and their parents and carers; including other professionals involved in supporting the young person and the family.
5. To maintain records relating to work activity in accordance with NESS policies and funders’ requirements. This will involve planning, collecting data using computerised recording systems and compiling in-depth reports.
6. To participate in your own supervision, Personal Review and Development Plan and collaborative working arrangements with your line manager and colleagues.
7. To develop constructive relationships and to work with colleagues and external bodies where appropriate to maximize the effectiveness of the YPSS
8. To offer support to any volunteers associated with the provision of the service

General* You are expected to adhere to all NESS policies and procedures.
* Your training needs will be identified in discussion with your line manager on an ongoing basis. Employees are encouraged to attend training courses to meet the needs of the organisation as well as personal and job development needs.
* Support will be given to you by your line manager during regular supervision sessions and an annual appraisal.
* On occasions you will be asked to assist other members of staff in their daily work. This applies for extraordinary situations in times of absences through sickness or unforeseen volume of work and will not be a regular occurrence.
* To undertake other such duties as may be reasonably required by the organisation.
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| I accept the particulars of this job description SIGNED.............................................................................Date......................... |