**SIP**

**Social Inclusion Project Worker**

**Job Description**

Open Door

Open Door is a registered charity (1125477) working with young people, families and vulnerable adults in Thurrock and Essex. It has been providing help and support to young people and vulnerable adults since 1979. It consists of a number of services and projects providing help and support leading to independence and we employ paid staff, volunteers and students.

**Mission**

Open Door works with young people and vulnerable adults to help them realise their aspirations and address any barriers that may stop them from achieving their full potential.

**Purpose of the Post**

To work with young people (predominantly Care Leavers) aged between 17- 25 who have been identified as being socially isolated or at risk of becoming socially isolated.

To help reduce social isolation and help establish informal and formal support networks for the participants.

To help participants to develop new skills, interests and activities.

To work with participants in a way that increases self- esteem, confidence and independence.

To enable participants to access services such as healthcare, education, training, welfare benefits, volunteering opportunities, social activities, employment, etc. relevant to their individual needs and to act as an advocate when required.

Evening working will be expected as part of this role.

**Main Tasks**

* To identify and make contact with Care Leavers who are considered as being socially isolated or at risk of social isolation.
* To support identified individuals to access regular group meetings and activities by providing one to one support as required.
* To provide individual mentoring for identified young people, who may require extra support.
* To co-plan and facilitate group meetings, working with participants on a range of informal education programmes.
* To work with participants helping them develop budgeting and shopping skills.
* To take part in, and support organised activities and trips.
* To maintain client records and complete monitoring and evaluation forms
* To demonstrate, supervise, support and in practical skills sessions such as basic cooking.
* To undertake the preparation and administration that may be necessary to undertake the duties of the post including hiring venues and ensuring they are fit for purpose.
* To undertake Open Door’s safeguarding training and work within these guidelines
* To contribute to the overall work of the organisation and to attend staff and policy meetings when possible
* To work with other agencies and individuals as required to maximise the opportunities for young people involved in the programme.
* To attend regular supervision.

**Skills & Qualities**

* A firm commitment to work within a framework of equal opportunities
* Experience of working with young people (16-25).
* The ability to handle information sensitively and to treat it with confidentiality.
* Informal education/ social/ youth work or teaching experience
* Experience of working with groups
* Financially literate (personal budgeting)
* A commitment to helping service users develop independence and reduce dependency.
* Good communication skills
* Ability to work unsupervised
* Prepared to be flexible
* Computer literate
* Full driving license with access to a vehicle
* A commitment to continuous learning and further training

**Desirable**

* Food Hygiene
* Cookery Skills

**Due to the nature of this post it will be necessary to undertake an enhanced DBS check**

**A minimum of 2 references will be required.**

Responsible to: Operations Director & Chief Executive

Hours: 36 per week (groups will take place evenings)

Salary : £20,000 -£21,500 per annum

Annual leave 25 days + bank holidays

Travel expenses from The Beehive, West Street, Grays will be paid.

Other agreed out of pocket expenses will be paid.

A mobile phone will be provided.

Regular supervision and training will be provided.