



JOB DESCRIPTION

Job Title:	Transition Outreach Worker
Hours:	36 per week
Rate of Pay	£27,000
Supervisor:	Project Manager
Place of work:	Wood End Centre, Judge Heath Lane, Hayes, Middlesex, UB3 2PB
Contacts – Internal	DASH Trustees, staff and volunteers
Contacts – External	Council departments, community groups, health professionals, clients, families, wider public.

Key Tasks

- To provide a professional advice and support service on for young people with disabilities and special educational needs aged 16-25.
- To promote independence and enable young people to have access to information so that they can make informed choices.
- To ensure that the needs and wishes of vulnerable young people and young adults are represented in a manner that is most effective for them and empowers them to articulate their needs and preferences.

- Provide the client group with holistic support, in a convenient way, this may be in their home, at the DASH office or in the wider community.
- Encourage and assist young people to have awareness of their health and well-being and encourage and assist them to attend relevant appointments.
- Provide support through the complex benefits system
- Assist with form filling
- Attend benefit tribunals and face to face assessments
- To keep up to date, GDPR compliant records on Charity Log, ensuring the confidentiality of those records.
- To maintain AQS and PQASSO Quality accreditation through quality delivery.
- To keep up to date with local or national issues and policies which may affect the client group.
- Representing the organisation in relevant forums.
- To attend training and being subject to supervision and appraisal.
- To attend staff meetings and other staff events.
- All staff are expected to work in a flexible way in order to meet the needs of our clients.
- Some meetings may be held out of normal hours and may involve travel away from the local area.
- To undertake any task commensurate with the post as requested by the Chief Officer.