



ICN Job Description – Unaccompanied Asylum-Seeking Children (UASC) Support Worker

Contracted Weekly Hours:	37.5. Monday to Friday 9am-5pm. Permanent
Contract Type:	
Annual leave:	25 days annual leave plus 8 bank holidays per annum.
Salary:	£24,258 a year.
Location:	ICN office in Bournemouth. Regular travel across BCP area.

International Care Network is a Christian charity whose aim is to help to rebuild the lives of asylum seekers and vulnerable migrants. The UASC team provide accommodation and support to asylum seeking young people referred by various local authorities. We are looking for an experienced support worker to work within the UASC team to provide regular support to vulnerable asylum-seeking young people aged 16 to 24.

Responsibilities:

- To be responsible to the UASC Manager, CEO and the Board of Trustees for the outworking of ICN's aims and objectives in respect to unaccompanied asylum-seeking children (UASC).
- In consultation with the Manager and working in a small team of Support Workers to provide support for up to 12 or more UASC young people aged 16-24 in providing daily contact and oversight to them.
- Supporting the young people to develop their independence skills including cleaning and cooking.
- To support the young people in their contact with the Home Office, Solicitor and Local Authority officers.
- To drive and accompany the young people to Home Office and court appointments in Cardiff, Croydon or Feltham when required.
- To register and attend appointments with the young people for the doctor, dentist, opticians, college, and all other institutions where necessary.
- To regularly update and help complete all monthly reports and paperwork with regards to the young people.



- To provide care and compassion without discrimination of age, religion, race, colour, sexual orientation, gender and disability.
- To help prepare the young people for independence and integration into UK society.
- To help organise and attend extra-curricular activities for all local UASC young people for holiday periods including residential trips.
- To assist the young people with all form filling and contact with other organisations, institutions and Government/Local offices.
- To be part of an on-call emergency phone cover rota for the weekends and for weekday evenings/nights to deal with any emergencies. Usually once every 2-4 weekends/weeks. This would involve answering infrequent urgent phone calls and messages and attending very infrequent emergency situations.
- To be part of a day cover team (within working hours) for the Resident Support Worker at our UASC new arrivals house to give them time away from the house.
- To play an active and supportive role in the organisation.

Person Specification

- To provide care and compassion without discrimination.
- To be an effective and efficient support worker.
- To be an experienced support worker for young people. (Desirable)
- To identify the appropriate relationship between compassion and organisational constraints in responding to client cases.
- To demonstrate leadership and a proactive, forward-thinking approach.
- Confident to use initiative.
- To maintain clear professional boundaries in all client relationships
- To relate well to young people aged 16 to 25. It says to 24 above
- Experience of relating to or working with refugees, asylum seekers and other vulnerable migrants. (Desirable)
- To have experience and strong awareness of good safeguarding practice.
- To have a strong awareness of risk, risk assessment and risk planning.
- Be a 'people person', approachable and able to relate professionally to others.
- Able to complete admin tasks, records and paperwork quickly and effectively.
- Able to use Outlook and write and send e mails professionally and efficiently.
- A good time manager, able to prioritise time. Have good time management skill and able to prioritise tasks.
- To be able to work autonomously and as part of a team.
- Able to relate to people of other cultures and faiths, or none.
- Computer literate (Office 365).
- Accountability: Directly to the UASC Manager and indirectly to the CEO/COO and Trustees.



- Members of staff are required to be sympathetic to the Christian values and ethos of the organisation. Please see the 'Our Story' section of our website for more information (<https://www.icn.org.uk/about-us/our-story/>) . Stephen Foster (COO) warmly welcomes any questions or discussion about this or any aspect of the JD. He can be contacted on 01202 589395.

Please note:

There will be a substantial driving requirement for this role across Bournemouth, Christchurch and Poole and sometimes further afield. You will need a valid UK driving licence and your own reliable vehicle kept in safe and working order and to be a confident driver. Work related mileage will be paid to you monthly alongside your salary at 45p per mile. You will be required to visit young people and support them with appointments. This sometimes means having the young people in your car with you and so business insurance will be required. The UASC team also use the ICN 9-seater minibus which you'll be encouraged to drive when it is not being used.

Additional Requirements:

- Eligibility to work in the United Kingdom.
- Enhanced Disclosure and Barring Service (DBS) clearance.

Note: This job description and person specification are intended as a general guide to the duties and responsibilities of the role and should not be regarded as exhaustive. ICN is an equal opportunity employer, and individuals from all backgrounds are encouraged to apply.

Accountability:

To the UASC Manager.

Benefits:

- Company pension scheme.
- Travel costs paid for at 45p per mile, not including travel to and from work.
- Staff welfare opportunities including socials and access to external clinical supervision.
- Training opportunities relevant to role.

To apply for this position, please complete the application form and send it to Mel Kerour (UASC Manager) by 28th July 2024. Applications can be sent by email to: m.kerour@icn.org.uk . Interviews will take place on 1st and 2nd August 2024. Should you have any questions, you are welcome to e-mail Mel or to call her on 01202 589395.