**SEFTON METROPOLITAN BOROUGH COUNCIL**

**Communities**

Job description Short Breaks Support Worker

**Grade:**  **Grade C**

**Location: Borough Wide**

**Post No:**

**Job Evaluation Number 3362**

**Responsible To Assistant Manager Short Breaks and**

**Outreach Support Worker**

**Responsible For:** **N/A**

**JOB PURPOSE**

To assist in the delivery of a comprehensive programme of Short Break opportunities which reflects the needs of disabled children and young people, their parents/carers and families

To support the delivery of activities including evening/weekend sessions in the community settings throughout the borough

To ensure that disabled children and young people are fully supported and engaged in activities provided by the Short Breaks Offer

**MAIN DUTIES**

* To support the lead worker in the delivery of evening, weekend breaks ensuring the needs of all young people are met, Care Plans are adhered to, updated when required and the administration of personal care and medication is carried out according to policy & procedure.
* To assist the Outreach Support Workers in the application of relevant information i.e., that this is recorded in a timely and accurate manner (including incidents/accidents).
* To support to volunteers, ensuring they have the knowledge and resources required to deliver structured and safe activities.
* To keep all managers aware of any concerns.
* Ensure good communication with lead workers to give consistency and stability for young people so they can reach their full potential.
* Attend and participate in team meetings and events.

**SERVICE DEVELOPMENT**

* Support the production of registers, reports and case studies to enable continuous improvements to the service and realise its value.

**HEALTH & SAFETY**

* Ensure the safe administration of medication to those who require it.
* Participate in keeping good quality care plans that are completed and followed for children and young people thus ensuring all their care needs are met whilst participating in activities run by the team.
* All staff are responsible for the implementation of the health and safety procedures so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of health and safety arrangements relating to their work to ensure appropriate improvements are made when necessary.
* Follow meticulously any safeguarding requirements.

**SPECIAL CONDITIONS**

* This post is registered as exempt from the Rehabilitation of Offenders Act 1974 and in accordance with the Police Act, the successful candidate must be able to obtain satisfactory Enhanced Criminal Record Disclosure in order to be appointed to the post. In this respect a criminal record check will be undertaken prior to confirmation of appointment.
* Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.
* The Council operates a no smoking policy. Employees are not allowed to smoke in the workplace or to take smoke breaks during work time.
* The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.
* This post will involve evening, weekend and overnight duties.

**GENERAL:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it’s grading.

All staff has a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

Undertake, and participate in training, coaching and development activities, as appropriate.

All employees must support other members of the council with projects and initiatives, which are of a multi-activity/agency nature.

**Note:** Where the post holder is disabled, every reasonable effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job

Date May 2019

Designation Service Manager Localities

**Person specification: Short Breaks Support Worker**

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| **Personal Attributes Required** | **Essential (E) o**r **Desirable (D)** | **Method of Assessment** |
| **Qualifications**  Level 2 child care qualification or equivalent (e.g. Dip HE, CACHE, NNEB)  Evidence of Continuous Professional Development | D  D | AF  AF |
| **Experience**  Experience of working with disabled children and young people  Experience of dealing with child safeguarding issues | D  D | AF I  AF I |
| **Knowledge / Skills / Abilities**  Ability to work under own initiative  Good communication skills  Commitment to improving the quality of life of disabled children and young people  Ability to work energetically and creatively to help improve services | E  E  E  E | AF I  I  AF I  I |
| **Special Requirements**  Evening and Weekend work  Varying hours during school holidays  Full, current driving license  Willingness to undertake relevant training commensurate to the post including Pediatric First Aid | E  E  D  E | AF I  AF I  AF I  AF I |

**AF = Application Form**

**I = Interview**