

NORTH EAST LINCS WOMEN'S AID - JOB DESCRIPTION

Children's Support Worker

The nature of the work undertaken means that this invitation is for women only and is exempt under Schedule 9 Part 1 Equalities Act 2010

RESPONSIBLE TO: Head of Operations; Chief Executive Officer
HOURS: 22 per week **PAY:** £12.33ph

MAIN DUTIES AND RESPONSIBILITIES

1. Prepare and deliver a structured programme of activity for children and families living in refuge - providing a stimulating and safe environment through play and other activities in which children can interact and develop socially, emotionally, intellectually and physically.
2. To work as a team, ensuring a programme of activities is planned and implemented four weekly.
3. To ensure the play and activities not only engage, encourage and support children of all ages, but also that they address and support the child's concerns, worry's and issues around their abuse.
4. To plan a timetable of work which ensures the Hideout is open & accessible 6 days a week and to share this with refuge residents and staff.
5. To ensure that the physical environment of the children's room is acceptable to the women and children and that it is safe, clean and offers a high degree of comfort.
6. To provide, through play, activities that strengthen relationships between mothers and children.
7. To offer a listening service and support to children and mums.
8. To supervise individual children or groups of children as per the time table and demands/situations.
9. To provide childcare for refuge children should a mother be requested to engage with internal and external support and/or meetings.
10. To provide childcare during admissions (where possible) – ensuring an enthusiastic, welcoming and planned approach to a very daunting experience for children.
11. To maintain an awareness of actual or potential abuse; maintaining openness with the mother, using the Child Protection Policy and discussing concerns with children's workers, refuge workers and management; making any referrals where necessary.
12. To maintain and oversee cleanliness of the children's garden, garden equipment and communal areas – ensuring regular safety and risk assessments of the toys and equipment.
13. To encourage and promote school attendance.
14. To develop and maintain an environment that supports children in their homework activities.
15. To ensure the provision of age appropriate educational activities.
16. To work as part of a team at all times with flexibility to meet the family's needs (including where possible, during times of crisis).

17. Promote family security, safety, healthy living, good hygiene, healthy eating, etc.
18. Develop and maintain a family information resource point for children, families and refuge staff.
19. To undertake any monitoring & evaluation of the activities as requested.
20. To act as a contact for organisations/individuals needing information/services for children and families.
21. To promote an atmosphere of equal opportunities in all areas of work.
22. To ensure strict confidentiality at all times.
23. To provide a high standard of quality care and education.
24. To ensure Children's Services meet all the requirements of funders, legislation, etc.
25. To work within Ofsted and Early Years guidelines.
26. To be familiar with the organisations policies; ensuring they are implemented at all times.
27. To work at all times in accordance with the confidentiality policies of the Refuge, with due consideration for Child Protection Issues - raising any concerns about children and their needs with your line manager.
28. To comply with the Health and Safety policy at all times.
29. To record all support and relevant information accurately on our case management system and to communicate this with refuge staff and manager.
30. To set up and develop children's meetings, ensuring their voices are heard in the planning of the timetable and services.
31. To report any maintenance/replacement or repair requirements for the children's room, garden and communal room.
32. To attend and contribute to staff meetings and to participate in staff training events as required.
33. To promote the importance of safety, security and risks to the children.
34. Encourage and oversee any fundraising activities undertaken on behalf of Children's Services.
35. To participate in the legal requirement of training hours required.
36. To perform such other duties as are reasonable to the character of the post and the level of responsibility.

IMPORTANT

It is important that all applicants understand that days and times of sessions will vary and must be flexible according to;

- the needs of the children
- ages of the children
- term-time and holiday time
- times of crisis

(Timetables and sessions will be discussed and planned ahead within your team time)

POSSIBLE HOURS / DAYS AVAILABLE

PART TIME (22hrs)

OPTION 1

Monday 10am - 6pm
Tuesday OFF
Wednesday 9am - 1pm
Thursday OFF
Friday 10am - 6pm
Saturday OR Sunday 9am - 12noon

OPTION 2

Monday 1pm - 6pm
Tuesday 9am - 1pm
Wednesday 9am - 1pm
Thursday OFF
Friday 1pm - 6pm
Saturday OR Sunday 9am - 1pm

These sessions currently fit with refugee child age ranges

- However, they may change slightly according to the needs of the service but will never be later than 6pm

PERSON SPECIFICATION

Children's Support Worker

E = essential D = desirable

QUALIFICATIONS

Relevant qualifications with children and/or families	E
First Aid qualification	D
Child Protection training	E
Counselling	D

EXPERIENCE

Working with children up to 16 years	E
Working with children experiencing behavioural/emotional difficulties	E
Working with families	E
Counselling experience	D

KNOWLEDGE

The Impact of Domestic Abuse on children	E
Children's legislation, guidelines, regulations, policies and procedures	D
Local children's agencies / networks	E

SKILLS

Ability to work as an individual and a team player	E
Ability to plan a varied and structured programme of activities	E
Ability to generate ideas to develop services for children and families	D
Good communication skills and good organiser	E
IT literate	E
Ability to write reports and collate stats/information	E
Ability to cope with pressure, conflict and/or distress	E

ATTITUDE

To be flexible about times of work	E
Warm and caring, friendly but firm	E
Non-judgemental	E
Positive about children's and family achievement	E

This post will be subject to references and an enhanced DBS Check