

Department:	People
Division:	Early Intervention & Prevention
Section:	Aiming High
Location:	Borough Wide
Post:	Short Breaks Support Worker
Grade:	C
Responsible To:	Short Breaks Worker

Job Purpose:

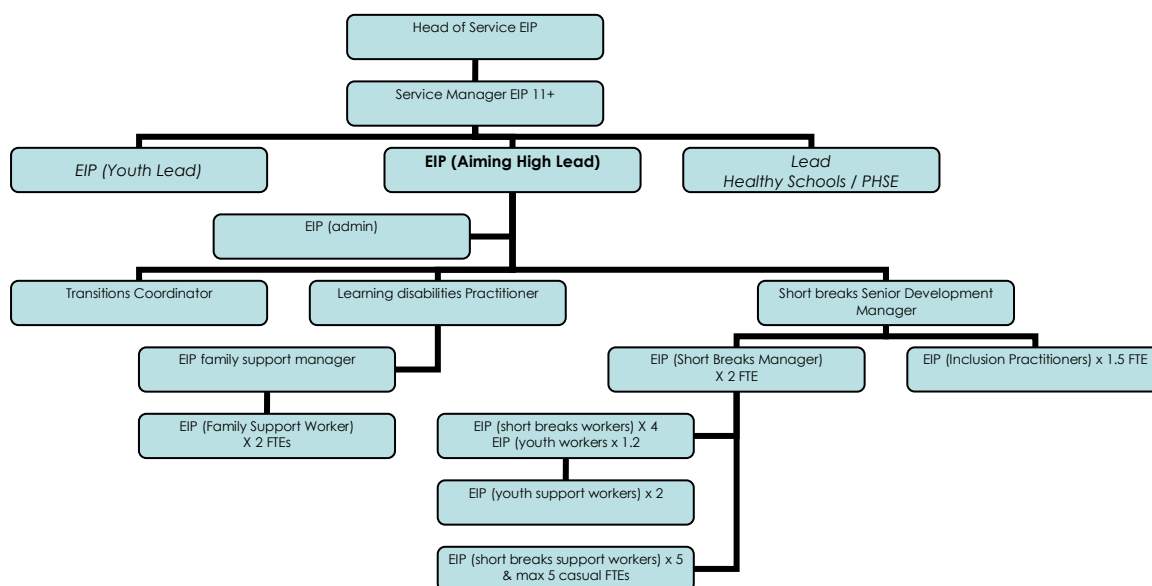
To support in the delivery of a comprehensive programme of short breaks which reflect the needs of disabled children, young people and their families.

Main Duties:

1. Face to face delivery of group work and 1:1 sessions
2. Assist in the administration of personal care and medication
3. Assist in the evaluation of programmes and sessions
4. Follow individual care plans and assessments of need and risk
5. Engage and support children/young people and parents/carers
6. Support children, young people and their families to receive support from other relevant professionals or agencies.
7. Direct work with children & families



Organisational Structure



SPECIAL CONDITIONS (if applicable)

This post involves regular evening and weekend and school holiday work including provision of 'on call' duties.

To undertake relevant training to ensure continuous professional development including medical care needs where applicable i.e. gastrostomy, emergency medication.

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.

Casual car user allowance applies to this post.

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 are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure appropriate improvements are made where necessary.

The Authority has an approved a 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.

All staff must observe and implement processes concerning data protection to ensure compliance with the enforceable principles of good information handling practice.

Note:

Where the post holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

Candidate's suitability will be measured by assessment in the following ways;

A – Application: **I** – Interview: **R** – References: **X** - Interview Exercise(s)

	Criteria	Essential	Desirable	Assessment
	Qualifications;			
1.	Level 2 child care qualification or equivalent (e.g. Dip HE, CACHE, NNEB)		X	A
2.	Evidence of Continuous Professional Development.		X	A
	Experience ;			
3.	Experience of working with disabled children and young people.		X	A/I
4.	Experience of dealing with child safeguarding issues.		X	A/I
	Skills & Abilities :			
5.	Ability to work under own initiative.	X		A/I
6.	Good communication skills.	X		I
	Attitude & Commitment :			
7.	Commitment to improving the quality of life of disabled children and young people.	X		A/I
8.	Ability to work energetically and creatively to help improve services.	X		I
	Special Requirements:			
9.	Evening and Weekend work	X		A/I
10.	Varying hours during school holidays	X		A/I
11.	Full, current driving licence.		X	A/I
12.	Willingness to undertake relevant training commensurate to the post including Paediatric First Aid.	X		A/I

Prepared by: Richard Potts

Designation: Team Lead

Date: October 2013