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**ROLE PROFILE**

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| **Role:** | Cancer Fund For Children Community Specialist |
| **Reporting to:** | Services Manager |
| **Direct Reports:** | N/A |
| **Salary Scale:** | Pay Point 32-39 (£27,593 - £33,456) pro rata 25 hours |
| **Location:** | Belfast |
| **Date:** | June 17 |

**Role Overview**

The overriding remit and responsibility of the post is to work as an effective member of the Community Services Team to deliver specialist services designed to meet the psychosocial needs of children, teenagers and young adults living with cancer and their families.

**Key Accountabilities**

1. **Operational Accountabilities**
   1. Develop, agree and implement, in conjunction with the Services Manager, effective operational plans for specialist service delivery, in line with the overall Cancer Fund for Children Operational and Strategic Plans.
   2. Ensure that all service provision delivered under the post holder’s remit meets the needs of children, young people and families and that all resources are appropriately allocated according to priority of need.
   3. Deliver a high standard of care based on the assessed need of individual children, young people and families within the whole family concept
   4. Deliver scheduled support plans in partnership with children, young people and families, working within a rights’ based ethos.
   5. Maintain confidential, accurate case records to account for all direct work with children, young people and family members in receipt of Cancer Fund for Children services
   6. Hold an allocated capped caseload of families, with a requirement that the post holder monitor and report on all interventions delivered to those families and record all outcomes
   7. Deliver specialist support packages to individuals and to groups of children, young people and parents in their homes and in the community/and Daisy Lodge
   8. Provide written reports to an agreed standard, reviewing all individual and group-work regarding families on allocated caseload, to measure and evidence impact/outcomes.
   9. Contribute to the development of new ideas and proposals for delivering services within realistic time frames and realistic budgets
   10. Liaise with Trusts and all relevant networks to improve the quality of children’s and young people’s experiences (and their parents, where relevant)
   11. Develop and maintain close working relationships with Multi-Disciplinary Teams in the regional cancer hospitals and local hospitals throughout Northern Ireland.
2. **General Accountabilities**
   1. Provide accurate data, as determined by the Services Manager, on an agreed basis.
   2. Provide support to volunteers to ensure they receive appropriate direction and resources to fulfil their designated role
   3. Be cognisant and compliant with all Cancer Fund for Children policies and procedures designed to meet all service delivery requirements and that apply to the organisation as a whole.
3. **Financial Accountabilities**
   1. Work within agreed project expenditure, in line with budgets, up to a limit set by the Services Manager.
   2. To submit all expenses to Services Manager on a monthly basis.
   3. To ensure responsibility of all resources held within the post’s remit, including equipment and facilities.

### General Duties:

* 1. To attend all Services Team meetings, prepare material and fully contribute to casework discussions
  2. To be available for planning, review, supervision, support and appraisal meetings.
  3. To be available for on-going professional development / training opportunities and to attend all mandatory training.
  4. To promote Cancer Fund for Children services available to children and young people and their families
  5. To represent Cancer Fund for Children as delegated by the Services Manager
  6. To perform any other reasonable duties and specific projects deemed to be within the post-holder’s competence, as assigned by management to contribute to the overall aims of the Cancer Fund for Children.

**Person Specification**

| **Key Criteria** | **Essential** | **Desirable** |
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| ***Qualifications*** | * 3rd Level Recognised Professional Qualification in Social Work, Health Care, or Youth and Community work   ***OR:***   * At least 3 years relevant paid experience in a similar role | * Registered with the Social Care Council or equivalent in Health / Youth Work * Able to demonstrate clear evidence of ongoing professional development |
| ***Experience / Knowledge*** | * At least 3 years’ experience ofdelivering direct services to children/youngpeople and their families * Knowledge of relevant government policy supporting children and families affected by cancer * Knowledge of child protection legislation and procedures * Knowledge of assessment tools / methods * Experience of working within set budgets | * Experience of working in the field of critical illness, disability, bereavement and loss * Experience of completing assessments of need and delivering support plans * Experience of advocacy/rights based work with children/young people/parents |
| ***Competencies*** | * Excellent written and verbal communication skills to include: * Active listening skills * Group work skills * Assessment skills * Strong report writing skills * Monitoring and Evaluation skills * Ability to forward plan, prioritise and manage time/workload * Proficient use of industry-standard ICT software, including database packages * Innovative, resilient and adaptable to change * Ability to work both independently and as part of a team. |  |
| ***Job Circumstances*** | * Ability to travel as required * Driving licence or alternative means of flexible transport * Work flexible hours including evenings and week-ends |  |

***NB: The organisation reserves the right to enhance the above criteria to facilitate short-listing.***