**BALLYBEEN WOMEN’S CENTRE EARLY YEARS SERVICES**

**JOB TITLE:** Support Worker for Families and Children with Additional Needs

**RESPONSIBLE TO:** Early Years Manager

**SALARY:** £16,404.60 per annum pro rata

**TIMESCALE**: September 2017 – 31 March 2018 and thereafter subject to funding

**HOURS OF WORK:** 35 hours per week

**POST OBJECTIVES**

To undertake direct work with children and families to assess their needs and to provide practical help, advice, guidance and monitoring in order to promote the welfare of vulnerable children and children in need.

**Main Duties**

1. To undertake direct programmes of work with children and families and provide care, attention, advice, guidance and practical assistance in accordance with individual assessments and children in need plans.
2. To contribute to packages of care for children and their families and to work in partnership with key workers in Ballybeen Women’s Centre’s childcare facilities, Sure Start and other agencies/individuals to promote effective liaison, communication and joint working arrangements.
3. To contribute to the evaluation and review of needs in individual cases through assessment, observation and monitoring.
4. To promote independence and empowerment of service users throughout assessment, planning, service delivery, review and decision-making processes.
5. To encourage and support children to become involved in the programme of activities through one’s own active participation.
6. To be aware of the child’s needs and level of development to ensure that each child gets the most out of the programmes.
7. To work as part of a team to regularly review and develop the organisation’s policies and procedures relating to childcare in the interests of continuous quality improvements.
8. To communicate regularly with parents/carers regarding the needs and progress of their child.
9. To develop and update an information bank and library of resources on family and children’s issues.
10. To participate in regular supervision sessions, attend appropriate meetings and participate in relevant training and development activity.
11. To observe and carry out statutory regulation and procedures, policies and protocols, appropriate to the service area.
12. Carry out any other duties as deemed appropriate.

**PERSON SPECIFICATION**

**Personal requirements of a Category successful post holder**

**1. Educational Standard/Qualifications/Membership**

**of Professional Institutions**

A good standard of general education E

Level 3 Diploma in Care of Children and Young People *or*

Level 3 Diploma in Health and Social Care (Children and Young People) E

**2. Specialised Training**

Special educational needs of 0-4 year olds E

Anti-discriminatory practice D

Legislation and requirements relevant to children and social care D

Risk assessment (health and safety) D

Information technology D

**3. Experience**

18 months working with children and families in need E

Application of Child Protection Procedures E

Use of information technology E

**4. Key Skills**

Ability to communicate effectively with service users and colleagues E

Recording and report writing E

Planning, prioritisation and time management E

Involvement in assessment of children’s needs E

**5.** **Key Knowledge**

Child Development E

Networks and resources available to children and their families E

Principles of effective assessment and care planning E

Promotion of equal opportunity and anti-discriminatory practice E

Child Protection recognition and procedures E

Human growth & development E

**6. Key Aptitudes and Personal Qualities**

Resourceful, flexible and openness to change E

Commitment to joint working and partnership with parents E

Willingness to learn and desire for professional development E

Open, honest and sensitive approach E

Clear thinking E

Assertive and able to confront areas for development constructively E

Objective, non-judging and commitment to anti-discriminatory practice E

Motivation and commitment to achieve quality assurance standards E

Respect for children and families rights’ and commitment to empowerment E

Awareness of issues surrounding race/gender/sexuality/culture/disability D

**7. Transport**

Access to own transport E

**Key Information:**

**Category E - Essential to Recruitment** without which the candidate would be unable to carry out the duties of the post.

**Category D - Desirable Features** which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience, knowledge, skills, aptitudes