

ETB 05

Job description

Staff will be encouraged and supported to see their work in terms of helping people to achieve their goals and desired outcomes and not just to perform the prescribed tasks. The job description is a broad description of the duties a Care Worker will be expected to perform with some examples given for what the main duties actually involve. The exact duties to be carried out for each person with care needs are not limited to those examples, these will set out in a care plan.

At the start of employment; a comprehensive induction training programme will be provided. Staff will not work unsupervised until induction has been successfully completed.

Carers Trust provides support to carers and people with care needs 24 hours a day, 365 days a year. The Care Worker's working pattern will be agreed between them and a senior member of staff.

Job title: Children's Support Worker

Location: Working on a fixed site premises in either the Kirklees or Wakefield district

Responsible to: Activity Centre Manager

Main aims of the post

To provide support and assistance to a wide-range of vulnerable children who have a diverse set of needs in a fixed premise, youth centre setting. You will supervise the children always ensuring their safety, engaging with them in aspects of accessible activities and play and conversation, setting up activities for children to take part in, meet and greet parents and provide them with feedback on their child's time at the club. You will also be required to: help promote independence and choice, community access, helping to build supportive, trusting relationships and a positive atmosphere, personal care, emotional support and medication administration. Respecting confidentiality in line with data protection regulation and honouring equality, diversity and inclusion need.

Duties to include

1. Help plan, organise and deliver a programme of activities.
2. Supporting children's development through the provision of fun, safe, stimulating child-centred learning and play
3. To be adaptable to the needs of individual young people, to be supportive and responsive to their needs within the play environment.
4. Be a key member of our team, providing high standards of person-centred support and care to our service users
5. Use a creative and caring approach and build good relationships with both service users and their families, supporting service users in the planning of goals and in living as independently as possible
6. To support the promotion of positive behaviour of young people.

7. Participation in activities are key tasks for the role, so energy and initiative is vital
8. Be able to demonstrate a high degree of emotional resilience and the ability to remain calm under pressure.
9. Ensure the location and equipment is kept clean, safe and well organised
10. Through activities, help young people develop self-esteem, a feeling of safety and personal strategies to deal with unhelpful behaviour and thoughts, and ultimately to achieve their optimum potential / goal.
11. To ensure the safety and wellbeing of the attending service users at all times; using initiative and forward thinking.
12. Support and promote a positive safeguarding culture
13. To actively promote and engage in promoting creativity, openness and a strong teamwork ethic.
14. Be comfortable in assisting with personal hygiene, for example helping children to go to the toilet and wash their hands.
15. To support with the administration of medication.
16. To assist with mobility support including use of wheelchairs, hoists etc.
17. Assist with the preparation of meals and drinks and provide assistance with eating / drinking.
18. To carry out basic first aid and summon emergency services.
19. To undertake specialised tasks as agreed and after appropriate training, for example, administration of medication by Percutaneous Endoscopic Gastrostomy (PEG), and Epi Pen administration.

Health and safety

1. To implement, operate and maintain safe systems of work in accordance with Carers Trust Mid Yorkshire policies, procedures and guidance, training and associated risk assessments.
2. To report to your manager any situations or issues for concern relating to reasonably foreseeable risks, incidents (including near misses) and / or accidents which give cause for concern in relation to safe systems of work (affecting your own health and safety or that of others affected by your work activities).

General

1. To maintain accurate records as directed including but not limited to recording all activities, medication, logging all necessary information within the Care plan or via your personal App via your Mobile phone.
2. To participate in regular One to Ones, Appraisals and Team Meetings
3. To self-manage training compliance by completing online training and attending practical sessions to ensure that mandatory training is kept up to date at all times.
4. To work as part of a team, supporting colleagues and providing a flexible service.
5. To be committed to safeguarding and promoting the welfare of vulnerable adults and children.
6. To work at all times within the philosophy and policies of Carers Trust Mid Yorkshire.
7. To comply with the Health & Safety at Work Act 1974 and with Carers Trust Mid Yorkshire policy, paying particular attention to the reporting of dangerous situations.

8. To respect the personal choice and lifestyles of colleagues, carers, and people with care needs, ensuring that Equal Opportunity principles are applied at all times.
9. To comply with the Code of Conduct.
10. To undertake any other duties that may be considered appropriate with the level of the post and that are set out in the care plan.
11. Full UK Driving Licence and access to own vehicle is essential to the role.

Person specification

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of providing care. • Experience of working with vulnerable adults and / or children. 	<ul style="list-style-type: none"> • Knowledge of communication systems that people with multi-sensory impairment may use • Experience of organising learning and leisure activities to meet the needs of the individuals • Experience and/or qualifications in relevant sports and outdoor activities.
Qualifications	<ul style="list-style-type: none"> • Commitment to undertake Health and Social Care training essential to the role including the Care Certificate and Mandatory training. 	<ul style="list-style-type: none"> • Sector related NVQ or equivalent
Skills and abilities	<ul style="list-style-type: none"> • Able to develop good working relationships with carers and people with care needs while maintaining appropriate personal boundaries. • Able to work independently and take initiative while working within Carers Trust Mid Yorkshire policies, procedures, guidance. • Able to demonstrate a caring and compassionate nature. • Able to demonstrate good verbal and written communication skills. • Competent to use Mobile Smart phone technology. 	<ul style="list-style-type: none"> • Multi-lingual.
Knowledge	<ul style="list-style-type: none"> • Understanding of the importance of confidentiality. 	<ul style="list-style-type: none"> • Understanding of the needs of carers. • Knowledge of safeguarding young people and children
Other	<ul style="list-style-type: none"> • To be committed to ongoing Learning and Development • To be committed to safeguarding and promoting the welfare of vulnerable adults and children. • Able to work in the area covered in a time and cost-effective manner. Drivers will only be permitted to carry service users if they have held a driving licence for at least one year, have a vehicle insured for Business use and have no more than six points on their licence. • Applicants must be willing to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. 	

Employment Benefits

Funded by Carers Trust Mid Yorkshire as an investment in our workforce.

- Annual Leave and Absence Payments (increasing with service) *
- Travel Time and Mileage accommodations *
- Ongoing Learning and Development *
- Team Meeting and Supervision payments *

* Conditions apply