Job Description

Job Title	Short Breaks Support Worker (Unqualified)
Directorate	Children & Young People's Service
Service Area	Early Help
Grade	2
Competency Level	1
Salary	£25,773 - £26,427
Job Type	Office Based
Location	Croxteth Children's Centre
Disclosure and barring service (DBS)	Enhanced Children's and Adults Workforce with Children's and Adults Barred List
Job Evaluation Ref No	

Job Purpose

To direct and support disabled children and young people to access universal services within their own communities.

To offer a high quality support service aimed at supporting disabled children and young people to access universal services, and targeted and specialist support, within the Short Breaks Menu.

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Directly Responsible For:

No line management responsibility

Directly Responsible To:

Short Breaks Coordinator

Main Areas of Responsibility:

- To work as part of a team, the post will involve working directly with disabled children and young people, afterschool, evenings, weekends, and school holidays throughout the year
- To support disabled children and young people to access inclusion, by way of childcare settings, youth provision, SPLICE groups, friendship groups, and residential holidays, enabling young people to fully participate, and be offered choice
- To be flexible in approach to the work in order to provide the most effective services to young people
- To ensure that data/registers are provided to support performance management purposes
- To work in a Person Centred way in supporting disabled young people
- To work as part of a team with universal service providers to increase their capacity and improve their skills to enable disabled children to access universal services
- To work flexibly in approach to the needs and wishes of young people.
- To support disabled children within the inclusion agenda by way of friendship groups/residential breaks/one to one direct work
- To enable disabled young people to fully participate and be offered choice
- To liaise with parents and problem solving where necessary
- To ensure that risk assessments are adhered to

- To work with children and young people to develop opportunities for them to actively participate in the finding of solutions that best suit their wishes and aspirations
- To ensure a service user prospective in all aspects of service development
- To attend and contribute to staff supervision, meetings, staff development sessions, reviews and other meetings, where appropriate
- To work in partnership to actively participate in the implementation, promotion and development of all relevant City Council and Portfolio policies and procedures
- To maintain an ethos of inclusion which takes account of a young person's race, culture, disability, gender and sexuality
- To creatively engage and encourage young people to take part in a range of social and leisure opportunities including play, learning and social development to enable them to gain confidence in their ability to develop their independent living skills
- To be responsible to participate fully in report writing
- To make use of all training and development opportunities and to share responsibility towards own professional development
- To work as a member of a team and contribute to team development
- To support Inclusion agenda and the ethos of Social Model of Disability
- Provide advice and support to parents/carers where appropriate
- To maintain confidentiality of information at all times in accordance with the procedures of the Data Protection Act
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

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It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements with Standing Orders and Financial Regulations of the City Council and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility.

Supervision and Management Responsibility:

- No line manager or supervision responsibility within this role

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- The job entails some standing and sitting and supporting disabled children to access activities

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Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency **level 1.**

The competency framework can be found here.

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

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Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Evidence of good general educational achievement (A)
- Evidence of current and continuous professional development (A/I)
- Experience of working with children with SEN, and their families (A)

Experience

Desirable

- Direct experience of providing support for Children and their Families
- Experience of working with children and young people with SEN and disabilities

Skills/Abilities

Essential

- Commitment to work flexibly outside usual office hours (A/I)

Desirable

- Knowledge of Child Development and the importance of play

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- Understanding of the Social Model of Disability and Inclusion
- Ability to liaise professionally with staff at all levels and members of the public

Commitment

Essential

- Commitment to provide a quality service to meet the needs of the Short Breaks/Early Help Service, and support individuals to develop their independence (A/I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- To practise and promote equality of opportunity and non-discriminatory practice

Other

Essential

- Knowledge and practical application of safeguarding procedures
- Flexibility to work evenings, weekends & school holidays throughout the year as determined by the service demands
- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level

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