

## **1. JOB DESCRIPTION**

1.1	TITLE	Children's Services Worker
1.2	EMPLOYED BY	Crossroads
1.3	RESPONSIBLE TO	Children's Services Coordinator
1.4	STAFF MANAGED	None

## **2. OVERALL PURPOSE OF POST**

- 2.1 To work across all Children's Services Schemes.
- 2.2 Nursery/Nursery Outreach: to support preschool clients including those with care needs or who have identifiable care needs in their home environment; within Crossroads nursery or within a local nursery or playgroup.
- 2.3 Holiday Scheme: to support children with special needs and disabilities within an activity-based holiday scheme.
- 2.4 Young Carers: to assist with the running of Young Carers groups providing the opportunity for Young Carers to meet and enjoy a programme of art, craft, sport and games. This will give the young people a chance to get to know staff and each other. From this, we aim to provide further support.
- 2.5 ASK: a paid for service delivering bespoke care to suit the clients' needs.

## **3. PRINCIPAL DUTIES AND RESPONSIBILITIES**

- 3.1 To develop and maintain good working relationships with children/young people, parents, guardians, staff and other professionals.
- 3.2 To work under the guidance of the Nursery Manager, Children's Services Coordinator and Children's Services Officer to create a successful and enjoyable provision of services for the children/young people.
- 3.3 To work as part of a team delivering a stimulating environment for children/young people.
- 3.4 Implement those tasks identified as part of the clients' care plans including specific development programmes, personal hygiene programmes etc.
- 3.5 Provide constant supervision of those children or child directly in your care.
- 3.6 To attend training, supervision sessions, appraisals and team meetings as directed by the CSO.
- 3.7 To regularly record and monitor progress of those clients attending the scheme.
- 3.8 To report and complete forms in the event of an accident or incident.
- 3.9 To work and ensure all staff work in a confidential manner concerning families and organisational matters.
- 3.10 To respect and ensure all staff respect the personal choice of lifestyles of colleagues and people with care needs, ensuring that the Equal Opportunities principles are applied at all times.

- 3.11 To comply with Crossroads policies and procedures and IOM Safeguarding Board procedures.
- 3.12 To ensure the security of the building when locking up.
- 3.13 To undertake any other duties commensurate with the grade and level of responsibility of the post, for which the post holder has the necessary experience and/or training.

#### **4. RESTRICTIONS TO DUTIES**

- 4.1 Do not carry out any task which requires a specialised task form to be completed (i.e. tube feeding etc) unless authorised and trained to do so
- 4.2 Do not administer medication unless trained and authorised to do so. Any staff member authorised to administer medication must read Crossroads medicine policy first. The policy is available to read from the Crossroads office.

## PERSON SPECIFICATION

<b>Skills and Experience</b>	<b>D = Desirable E = Essential</b>
Level 3 qualification in field of working with children	D
Good communications skills	E
Ability to conduct yourself in a punctual, honest and reliable manner	E
Ability to work in a confidential manner	E
Ability to follow guidelines and procedures laid down by the organisation and current legislation	E
Clean driving licence and use of a car	E
Ability to work flexible hours	E
Commitment to undertake necessary training	E
Experience working with children with specific needs or disabilities	D
Some knowledge of sign language and/or communications programmes	D
Current First Aid certificate including Baby and Child	D
Ability to work with and support the care team	E
Knowledge of carers' needs and the issues affecting them	E
Willingness be involved with fundraising projects that may involve weekend or evening commitment	E