

# Job Description and Person Specification

Job Title: Short Breaks Support Worker



# Job Description

<b>Job Title</b>	Short Breaks Support Worker
<b>Grade</b>	3
<b>Service</b>	Life Chances Service Children's Service
<b>Reports to</b>	Development Officer
<b>Location</b>	Children's Disability Team – Short Breaks Broad Park Centre and within the community providing 1:1 support
<b>Job Evaluation Code</b>	



# About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

### Purpose of the role

#### Job Purpose:

To be responsible for working on a one-to-one basis and within a group setting with children and young people with disabilities aged 0 – 18 years within Coventry. To enable them to access activities that are outcome focused, providing positive experiences, offering them the chance to fulfil their potential, as well as give parents/carers the opportunities to have a short break.

## Main Duties & Key Accountabilities

### Main Duties and Responsibilities:

- To work one a 1:1 basis with individual young people who have disabilities, enabling them to access and participate in the Short Breaks Universal programme and other outcome focused activities within the community.
- To provide group activities to children and young people with disabilities.
- To meet the needs of children with complex needs, Autistic Spectrum Disorder and behaviour which can be challenging.
- To assist in the monitoring, review and evaluation of the Short Breaks service and to ensure the needs of the young person is fully met.
- To work directly with young people to encourage their personal and social development.
- Through the use of their own skills and knowledge encourage young people to participate in and gain confidence through the programme.
- To take responsibility, to assist as necessary with individual personal needs of the young person ensuring the retention of dignity at all times.
- To assist with administration of routine medications as in line with any assessment.
- To ensure the safety and wellbeing of the young person under their supervision.
- To undertake written evaluations/feedback, progress records, attend meetings and home visits as appropriate or required.
- To liaise with parents, carers, and external support agencies on the job purpose.
- To be involved in training as appropriate.
- The post holder will be responsible and accountable for carrying out the duties and responsibilities of the post with due regard to the City Council's Equal Opportunities Policy, Race Awareness Strategy, Health and Safety requirements, Freedom of information and the Data Protection Act.
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> Community Based Venues CVLife Parent/Carers	<b>Internal</b> Operational Lead Development Officer Short Breaks Workers (with team) Family Hubs City-wide Children's Disability Team
--	---

## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

**Staff managed by postholder:**

## Person specification

<b>Job Evaluation Code</b>	
<b>Knowledge</b>	
To have an awareness of the individual, personal needs of children/young people with disabilities.	
Awareness of Health and Safety issues.	
Understanding of equal Opportunities and how oppression limits children's life chances	
To have an understanding of Short Breaks and the importance's they play on a child's development.	
<b>Skills and Abilities</b>	
Effective organisational skills	
To demonstrate skills which engage children in activities relevant to their personal, social, intellectual, and cultural development.	
To have basic skills in spoken English.	
To build and maintain positive relationships with children and adults.	
To have basic numeracy skills.	
Reports writing skills.	
To effectively challenge discriminatory behaviour.	
Work effectively as a member of a team.	
Recognise and remove barriers to children's participation.	
Share practical skills and interests with children.	
Motivate and inspire children to participate.	
To be able to work flexibly.	
Be able to work independently and use initiative.	
Ability to communicate and engage with disabled young people.	

<b>Experience</b>
Experience of disabilities and / or challenging behaviour.
Working in informal settings.
Delivering pre-planned informal Educational programmes.
Working either paid or unpaid in a team.
<b>Qualifications</b>
GCSE's or equivalent.
Full driving licence and own method of transport.
<b>Special Requirements</b>
This post is exempted under the Rehabilitation of offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

<b>Date Created</b>	July 2023	<b>Date Reviewed</b>	July 2023
---------------------	-----------	----------------------	-----------