



Coventry City Council

Job Description

Job Title:	Short Breaks Support Worker	Job Number:	
Service:	Children's Services	Grade:	3
Location:	Children's Disability Team – Short Breaks Broad Park Centre and within the community providing 1:1 support		

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.

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 opportunity to have a short break.

Main Duties and Responsibilities:

1. 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.
2. To provide group activities to children and young people with disabilities.
3. To meet the needs of children with complex needs, Autistic Spectrum Disorder and behaviour which can be challenging.
4. To assist in the monitoring, review and evaluation of the Short Breaks service and to ensure the needs of the young person are fully met.
5. To work directly with young people to encourage their personal and social development.
6. Through the use of their own skills and knowledge encourage young people to participate in. and gain confidence through the programme.
7. To take responsibility, to assist as necessary with individual personal needs of the young person ensuring the retention of dignity at all times.
8. To assist with administration of routine medications as in line with any assessment.
9. To ensure the safety and well being of the young person under their supervision.
10. To undertake written evaluations/feedback, progress records, attend meetings and home visits as appropriate or required.

11. To liaise with parents, carers and external support agencies on the job purpose.
12. To be involved in training as appropriate.
13. 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.
14. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding boards and Coventry City Council's policies for safeguarding children and safeguarding adults in particular is required:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

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

Responsible for:

Responsible to:

Date Reviewed: Feb 2020

Updated: Feb 2020

Person Specification

Job Title:	Short Breaks Support Worker	Job Number:	
Service:	Life Chances Service, Children's	Grade:	3
Location:	Children's Disability Team – Short Breaks Broad Park Centre and within the community providing 1:1 support		

Area	Description
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Knowledge:	1. To have an awareness of the individual, personal needs of children/young people with disabilities
	2. Awareness of Health and Safety issues
	3. Understanding of equal Opportunities and how oppression limits children's life chances
	4. To have an understanding of Short Breaks and the importance's they play on a child's development

Skills and Abilities:	5. Effective organisational skills
	6. To demonstrate skills which engage children in activities relevant to their personal, social, intellectual and cultural development
	7. To have basic skills in spoken English
	8. To build and maintain positive relationships with children and adults
	9. To have basic numeracy skills
	10. Report writing skills
	11. To effectively challenge discriminatory behaviour
	12. Work effectively as a member of a team
	13. Recognise and remove barriers to children's participation
	14. Share practical skills and interests with children
	15. Motivate and inspire children to participate
	16. To be able to work flexibly
	17. Be able to work independently and use initiative
	18. Ability to communicate and engage with disabled young people

Experience:	19. Experience of disabilities and / or challenging behaviour
	20. Working in informal settings
	21. Delivering pre-planned informal Educational programmes
	22. Working either paid or unpaid in a team

Educational:	23. GCSE's or equivalent
	24. Full driving licence and own method of transport
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Special Requirements:	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)
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Date Reviewed: Feb 2020

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